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United States Department of the Interior

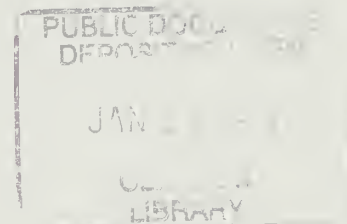
NATIONAL PARK SERVICE

P.O. Box 37127
Washington, D.C. 20013-7127

IN REPLY REFER TO:

SEP 16 1996

H1817 (2265)



Memorandum

To: Field Area Directors
Attention: Park Superintendents and Center Managers

From: Associate Director, Cultural Resource Stewardship and Partnerships

Subject: Issuance of the NPS Tools of the Trade, Release No. 3

late shown

We are pleased to issue the revised "Tools of the Trade, A Listing of Materials and Equipment for Managing Museum Collections," Release No. 3. This release has several significant revisions.

The Introduction Section has been totally rewritten to reflect the streamlined and restructured NPS Museum Supply and Equipment Program. (See final report issued to parks on April 22, 1996.) As applicable, program or organizational name changes have been made. Other changes include:

- A new "Acquisition Source List" that guides the user in selecting the appropriate source for acquiring each item
- Updated listings to include new or delete obsolete items and, in some instances, add clearer descriptions of items
- Updated "Equipment Source List," "Supply Source List," "Vendor Address List," and "Equipment Fact Sheet: Contract" information sheets
- A revised "Index" with items listed alphabetically and, in many instances, under two key words to facilitate locating the item and its description

Parks and centers should retain the NPS "Tools of the Trade" navy blue binder. Parks, on receipt, should insert Release No. 3 in this binder and discard Release No. 2.

We are confident that Release No. 3 of the "Tools of the Trade" will prove very useful to your parks in their efforts to care and manage your museum collections.

Attachment



97-0089-P

TOOLS OF THE TRADE

A Listing of Materials and Equipment
for Managing Museum Collections



National Park Service
Museum Management Program
National Center for Cultural Resources Stewardship and Partnership Programs

August 1996

TOOLS OF THE TRADE

TABLE OF CONTENTS

INTRODUCTION	I
<i>How to Use the Tools of the Trade</i>	
<i>The Restructured Program</i>	
<i>How to Get Assistance</i>	
<i>Acquisition Source List</i>	
<i>Museum Supplies Order Form</i>	
RECORD KEEPING SUPPLIES	II
STORAGE CONTAINERS	III
SPECIALTY CURATORIAL ITEMS	IV
NATURAL HISTORY SUPPLIES	V
MUSEUM CABINETS, SHELVING, AND STORAGE RACKS	VI
ENVIRONMENTAL MONITORING AND CONTROL APPARATUS	VII
PACKING AND SHIPPING MATERIALS	VIII
EQUIPMENT AND SUPPLY SOURCES	IX
<i>Equipment Sources</i>	
<i>Supply Sources</i>	
<i>Vendor Address List</i>	
CURRENT EQUIPMENT CONTRACTS	X
INDEX	XI

TOOLS OF THE TRADE

I. INTRODUCTION

The Museum Management Program (MMP) of the National Center for Cultural Resources Stewardship and Partnership Programs operates a program to assist parks in obtaining specialized supplies and equipment to properly care for museum collections. The program recommends a range of supplies and equipment that can be acquired through several sources.

How to Use the Tools Of The Trade

The Tools of the Trade describes the NPS Museum Supply and Equipment Program and the services it provides to parks for managing museum collections. It also describes how to acquire recommended museum supplies, forms, equipment and NPS museum publications.

Items used for museum storage, museum records, and collection maintenance are listed and described in following sections:

- **Record Keeping Supplies**

Marking, measuring and photography supplies, as well as standard museum management forms. Listed items are described in the Museum Handbook, Part II, Museum Records.

- **Storage Containers**

Boxes, envelopes, enclosures, bags, and trays that chemically and physically protect museum objects.

- **Specialty Curatorial Items**

Materials, publications and devices useful in caring for collections. These include such storage and handling items as polyethylene drawer liners, gloves, and archival quality tags; health and safety items such as respirators; and publications such as the Museum Handbook and Conserve O Grams (COG) series.

- **Natural History Supplies**

Basic materials used to prepare and maintain herbarium, entomological and wet specimens. Included are the official NPS labels for natural history specimens.

- **Museum Cabinets, Shelving, and Storage Racks**

Cabinets, shelving units and racks that have been designed for or found applicable to the storage of museum collections.

- **Environmental Monitoring and Control Apparatus**

Instruments, devices and materials recommended for measuring and controlling environmental conditions that affect museum collections.

- **Packing and Shipping Materials**

Materials recommended for packing objects for shipment.

TOOLS OF THE TRADE

The Tools of the Trade contains several aids to assist you in selecting and ordering museum supplies and equipment.

- **Acquisition Source List** indicates whether an item can be acquired from the NPS Museum Supply and Equipment Program, the General Services Administration (GSA), or a vendor; whether an item is on contract or Federal Supply Schedule; and whether an item is free of charge or needs to be purchased by the park.
- **Museum Supplies Order Form** is provided for ordering items that are provided through the Supply and Equipment Program.
- **Equipment and Supply Sources** lists the names of vendors for specific items, as well as, general categories of supplies and equipment. A **Vendor Address List** provides the addresses and telephone numbers for the vendors listed.
- **Current Equipment Contracts** gives pertinent ordering information for items that are on contract or Federal Supply Schedule.
- **Index** lists in alphabetical order all items recommended in this catalog.

If you have an idea of the item(s) that you need, follow the steps below:

1. Verify the item's proper usage. Do this by finding the page number of the item in the **Index** and locating the item description. The description will indicate how the item is used, the sizes available, and note (if appropriate) any cautions in the use of the item.
2. Check the **Acquisition Source List** to determine where to get the item and who will pay.
- 3a. Order item(s) using the **Museum Supplies Order Form** if the item is available from the NPS Museum Supply and Equipment Program. Follow procedures found in **How to Get Assistance**.
- 3b. Find the vendor and address in the **Equipment and Supply Sources** and the **Current Equipment Contracts** sections if the item is available directly from a vendor, GSA, or on contract or Federal Supply Schedule. Order item(s) from the appropriate source.

If you are unsure about what type of supply item(s) or equipment to use:

1. Read the appropriate subject category sections as indicated in the Table of Contents. You will become aware of the items available to accomplish the task at hand.
2. Follow steps 2-3 above to acquire the needed item(s).

If you are unsure of the best item to use when more than one item is recommended for the task:

1. Contact the Museum Management Program at 304-535-6072 or your System Support Office Curator to discuss the options.
2. Follow steps 2-3 above to acquire the needed item(s) once you determine which is the most appropriate to use.

TOOLS OF THE TRADE

The Restructured Supply and Equipment Program

In 1995, the MMP streamlined and restructured the NPS Museum Supply and Equipment Program. (See final report issued to parks on April 22, 1996.) The changes in the way the program operates were significant enough to generate this new release of the Tools of the Trade.

Restructuring the NPS Museum Supply and Equipment Program modified the way in which it operates. The program now operates as follows:

- Parks and centers will continue to order most museum supplies through the MMP Supply and Equipment Program. As in the past, the MMP will fund orders of modest quantities. Now parks and centers with large quantity orders can take advantage of the discount prices and order through the MMP using park accounts.
- Parks and centers will now order a few, lesser used items, directly from the vendors.
- MMP has discontinued its supply warehouse and centralized distribution operations, substituting Blanket Purchase Agreements (BPAs) and direct shipment from vendors to parks and centers. MMP still stocks and ships a few specialized supplies and all NPS museum publications. All orders under the BPAs are coordinated through the MMP.
- MMP now issues NPS museum forms from a Denver warehouse through an interagency agreement with the Bureau of Land Management Printed Materials Distribution Section (BLM). All orders are coordinated through the MMP.
- MMP has discontinued the Museum equipment loan program.

Supplies available from the MMP, which account for the majority of items, are provided in modest quantities and are free of charge. Source information can be provided for those same items when parks need to order quantities larger than the modest amounts that can be provided by the program.

The MMP can assist parks in acquiring collection storage, environmental monitoring and control, and security and fire protection equipment. The MMP can provide parks with technical information about the types of equipment available and sources for purchasing the equipment. When museum equipment is listed as part of a project statement in the park's Resource Management Plan, funding can be requested through the Museum Collection Preservation and Protection Program (MCPPP).

The centralized NPS Museum Supply and Equipment Program yields benefits to the Service. The benefits include:

- Cost economies achieved by developing and using BPAs and Firm Fixed Price Requirements Contracts. These agreements and contracts simplify park purchases and ensure the lowest possible acquisition costs.
- Improvements, refinements, and developments in museum supplies and equipment resulting from collaborative efforts between the MMP and vendors or manufacturers. This close collaboration with the vendors helps the MMP ensure the quality of the products recommended and used.

TOOLS OF THE TRADE

The supplies and equipment listed in this catalog comply with standards in the NPS Museum Handbook, Parts I and II.

How to Get Assistance

The NPS Museum Supply and Equipment Program is the central ordering point for museum supplies, forms and publications. Procedures for requesting these items are as follows:

For museum supplies:

- Contact the MMP staff by cc:Mail, FAX or phone at 304-535-6072 if you have questions on the availability of a supply item, or the amount that the MMP can provide or if you need advice on the most appropriate item to use or the proper use of an item.
- For modest quantities of museum supplies:
 - Submit a request on the order form listed at the end of this section. The request can be mailed or FAXed. Requests can be submitted by cc:Mail if they include the same information as on the order form.
 - On behalf of the ordering park, the MMP will use Museum Supply and Equipment Program funds to purchase modest quantities of supplies under the appropriate BPA. The vendor will ship the supplies directly to the park. **Included in the shipment will be a packing slip that must be FAXed to the MMP at Harpers Ferry. The park should indicate receipt of the supplies, and sign and date the packing slip before FAXing it to Harpers Ferry. Once the packing slip is received, the MMP will authorize payment to the vendor.**
- For larger quantities of museum supplies:
 - Coordinate with the MMP the purchase of supplies needed in quantities larger than the MMP can provide. MMP can assist the park in purchasing the materials at the discounted pricing arranged through the BPAs.
 - Parks will submit a signed requisition with their own account number. MMP will make the purchase against the BPA. The company will ship directly to the park. When the items are received, the park will notify the MMP by FAXing the packing slip to the Harpers Ferry office with the same information indicated above. MMP will include the park's account number on the invoice and send it to the NPS Accounting Operations Center in Reston, Virginia, for payment to the vendor.

For museum forms:

- Submit a request on the order form listed at the end of this section. The request can be mailed or FAXed. Requests can be submitted by cc:Mail if they include the same information as on the order form.

MMP will submit a forms worksheet to BLM, Printed Materials Distribution Section (PMDS). BLM will ship the forms directly to the park. BLM will include a copy of the worksheet with the shipment. Indicate receipt of the forms, and sign and date the worksheet and FAX it to the MMP Harpers Ferry office. MMP will reimburse BLM on a quarterly basis for shipping costs, labor and packing materials.

TOOLS OF THE TRADE

For museum publications:

- Submit a request on the order form listed at the end of this section. The request can be mailed or FAXed. Requests can be submitted by cc:Mail if they include the same information as on the order form.
- MMP will send the publication directly to the park using Federal Express delivery service.

Notify the MMP office by mail, phone, FAX, or cc:Mail upon receipt of the publication.

For further information on supplies and equipment or to request supplies, contact:

Museum Management Program
National Park Service
Grandview School, Putnam Street
Harpers Ferry, WV 25425
Telephone: 304-535-6072
FAX: 304-535-6051
cc:Mail: Museum Supply & Equip. Program NP-WASO-CSD Harpers Ferry

**Museum Management Program
Museum Equipment and Supply Program**

ACQUISITION SOURCE LIST

Notes on Symbols: *The MMP pays for and provides this item in modest quantities. There is no limit on form quantities.
#When the MMP stock of this item is depleted, parks will order directly from the vendor or the General Services Administration (GSA) as shown by (X) on this chart.

Items	Order Directly From MMP (MMP Pays)*	Order from MMP (Until Stock is Depleted*#)	Order Directly From GSA (Park Pays)	Order Directly From Vendor (Park Pays)	Order Directly off FSS or Contract (Park Pays)
Air Purifier				X	
Album, Archival Photo	X				
Bags, Plastic, Interlocking Seal			X		
Binder, Working Copy w/posts	X				
Box, Archival Document, Letter/Legal	X				
Box, Archival Photo Enclosure	X				
Box, Archival Print Storage	X				
Box, Archival Record Storage	X				
Box, Plastic Artifact Storage	X				
Box, Plastic Cataloging Kit		X			
Box, Rare Book	X				
Box, Textile Storage	X				
Brush, Dusting			X		
Brushes, Artist Set			X		
Cabinet, Doublewide Museum					X
Cabinet, Entomology					X
Cabinet, Fire Resistive (Insulated)					X
Cabinet, Flammable Liquid					X
Cabinet, Utility			X		
Cabinet, Gun				X	
Cabinet, Herbarium				X	
Cabinet, Large Flat Storage				X	
Cabinet, Map and Plan			X		
Cabinet, Platform					X
Cabinet, Standard Museum					X

Items	Order Directly From MMP (MMP Pays)*	Order from MMP (Until Stock is Depleted*#)	Order Directly From GSA (Park Pays)	Order Directly From Vendor (Park Pays)	Order Directly off FSS or Contract (Park Pays)
Cabinet, Wardrobe Museum					X
Caliper			X		
Case, Visual Storage					X
Centimeter Scale, Large	X				
Centimeter Scale, Small	X				
Compacting (Moveable-Aisle) System				X	X
Conservation Supplies				X	
Conversion Table, Metric			X		
Copy Paper, Archival	X				
Datalogger					X
Dehumidifier				X	
Drawer Liner, Polyethylene	X				
Dust Cover Cloth				X	
Envelope, Document	X				
Envelope, Foil-lined	X				
Envelope, Polyester	X				
Film Roll, Polyester	X				
Folder, Archival File	X				
Folder, Archival Map	X				
Folder, Expanding Manuscript	X				
Folder, Rare Document	X				
Forms, Museum	X				
Freezer, Frost-Free				X	X
Gloves (cotton, sure-grip, plastic)	X				
Herbarium Adhesive	X				
Herbarium Folder	X				
Herbarium Fragment Folder				X	
Herbarium Mounting Sheet	X				
Herbarium Mounting Tape	X				
Herbarium Portfolio				X	

Items	Order Directly From MMP (MMP Pays)*	Order from MMP (Until Stock is Depleted*#)	Order Directly From GSA (Park Pays)	Order Directly From Vendor (Park Pays)	Order Directly off FSS or Contract (Park Pays)
Humidifier				X	
Humidity Indicator Strips	X				
Hydrometer		X		(X)	
Hygrometer, Dial				X	
Hygrothermograph				X	X
Hygrothermograph Charts	X				
Hygrothermograph Ink				X	
Hygrothermograph Pen Points	X				
Ink, Permanent Black			X		
Insect Pins				X	
Insect Pinning Block				X	
Insect Pinning Tray				X	
Insect Spreading Board		X		(X)	
Insulated Modular Structure				X	X
Jar, Specimen				X	
Labels, Natural History	X				
Lacquer - Clear	X				
Lacquer - White	X				
Lock, Sash				X	
Magnet, Bar and Ceramic				X	
Magnetic Letters	X				
Magnetic Numbers				X	
Magnifying Glass				X	
Media File, Safe, Insert					X
Meter, Visible Light				X	X
Monitor, UV				X	X
Needles, Sewing				X	
Packing/Shipping Materials				X	
Paper, Archival Interleaving	X				
Pen, Crowquill		X	(X)		
Pen, Pigma		X			

Items	Order Directly From MMP (MMP Pays)*	Order from MMP (Until Stock is Depleted*#)	Order Directly From GSA (Park Pays)	Order Directly From Vendor (Park Pays)	Order Directly off FSS or Contract (Park Pays)
Pen, Plastic Marking	X				
Pen, Technical			X		
Pencil "H"				X	
Pest Traps, Insect	X				
Photo Enclosure, Archival	X				
Photo/Film strip page, Poly	X				
Photo ID Stand, Large	X				
Photo ID Stand, Small	X				
Plant Press, Drier, Ventilators				X	
Posts, Working Copy Binder	X				
Psychrometer, Aspirated				X	
Psychrometer, Sling			X		
Publications, Museum	X				
Rack, Art Storage				X	
Rack, Slotted Angle		X		X	X
Rack, Unicorn Pallet		X		X	X
Refrigerator, Frost-Free				X	X
Respirator				X	
Retrofit Gasket Kit					X
"ROLL" Label, Small and Large	X				
Rule, Clear Plastic Measuring				X	
Screen, Plastic				X	
Sheeting, Polyethylene				X	
Shelving, Steel			X	X	
Shelving, Wire				X	X
Silica Gel	X				
Silver Protector Strips				X	
Slide Pages, Polyethylene	X				
Sling Psychrometer			X		
Solar Control Window Film				X	X
Specimen Tray	X				

Items	Order Directly From MMP (MMP Pays)*	Order from MMP (Until Stock is Depleted*#)	Order Directly From GSA (Park Pays)	Order Directly From Vendor (Park Pays)	Order Directly off FSS or Contract (Park Pays)
Streak Plate, Porcelain				X	
Tag, Acid-Free	X				
Tape, Double-faced	X				
Tape, Magnetic				X	
Tape Measure, Cloth		X		(X)	
Tape Measure, Metal		X		(X)	
Tape, Textile Marking				X	
Thermo-Hygrometer, 2"				X	
Thermo-Hygrometer, Electronic				X	
Thermo-Hygrometer, Electronic (Maximum/Minimum)	X				
Thread, Sewing				X	
Tissue, Acid-Free	X				
Tweezers		X		(X)	
UV Filter Sleeves	X				
Vacuum Cleaner				X	X
Vial, Specimen				X	
Wax, Furniture Paste				X	

Park/Office _____

Acronym _____ Date _____

Contact Person _____

TEL _____

FAX _____

[illegible]

Received by _____ VIA: TEL _____; FAX _____; Mail _____; cc:Mail _____; In Person _____;

Date Order Completed

TOOLS OF THE TRADE

II. RECORD KEEPING SUPPLIES

Record keeping materials are carefully selected and forms have been designed and printed to ensure consistency in archival quality, format, and function to facilitate accessioning and cataloging of cultural and natural history collections. For instructions on using the following materials, see the Museum Handbook, Part II, Museum Records, and NPS Conserve O Gram 1/4, "Use of Acryloid B-72 Lacquer for Labeling Museum Objects."

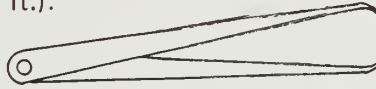
Cataloging Kit

This kit includes materials used to examine, measure, test, and mark museum objects. The kit consists of the following items, which also can be requested individually, according to their respective units of issue.

- **Plastic Cataloging Box Kit** containing:
 - **Clear Lacquer** in bottle with applicator brush top - an acrylic resin/acetone lacquer for marking catalog numbers on objects. Use clear lacquer as a base spot foundation for light colored objects and as a top coat covering the number marked on both white and clear base spot foundations.
 - **White Lacquer** in bottle with applicator brush top - The same acrylic formulation as clear lacquer but with titanium dioxide white pigment. Use white lacquer as a base spot foundation for marking numbers on dark colored objects.
 - **Technical Pen (Rapidograph®)** - A drawing pen for marking catalog numbers on objects and for entering information in the accession book, on accession and other folders.
 - **Crowquill Pen** - A pen used the same way as the technical pen.
 - **Permanent Black Ink** - Fade resistant, indelible ink for writing in the accession book and marking number on objects. Acceptable inks are Higgins® Black Magic® and Pelikan 17 Black.
 - **Pigma Pen** - Permanent ink pen for marking information in the accession book, on accession and other folders. Not for putting numbers on objects.
 - **Pencil "H"** or #2 hardness graphite lead pencil for marking paper objects. Pencil lead is hard enough not to smear, yet soft enough not to indent paper fibers.
 - **Artist Brushes** (small tip) - Used as a lacquer applicator and to mark numbers on large equipment or furnishings.
 - **Textile Marking Tape** 50% cotton, 50% polyester - Catalog numbers are marked on this tape using permanent black ink; the tape is then sewn on a textile.
 - **Sewing Needles** - Various sized needles for sewing textile tapes; package of 20.
 - **Sewing Thread** - Durable cotton thread for sewing labels to textiles.
 - **Measuring Rule**, clear plastic - Calibrated in both metric and SAE units.

TOOLS OF THE TRADE

- **Tape Measure, Metal, Retractable** - Metric and SAE (3 meters/10 ft.).
- **Tape Measure, Cloth** - Metric and SAE (1.6 meters/5 ft.).
- **Caliper** - Used to measure internal and external dimensions of objects.
- **Metric Conversion Table** - Used to convert measurements from SAE units to metric units and vice versa.
- **Magnifying Glass or Linen Tester** - Used to closely examine object surfaces.
- **Magnet** - Used to distinguish between ferrous (iron) and non-ferrous metal objects.
- **Tweezers** (stamp handling variety with squared ends) - Used to lift paper documents off flat surfaces.
- **White Cotton Gloves** - Used when handling any objects.
See page IV:1 for additional description.



Supplies for Object Photography

For instructions on using the following equipment, refer to the Museum Handbook, Part II: Museum Records, Appendix L: Photography.

- **Photo ID (Identification) Stands** - Painted steel stands in two sizes, 3"x5" and 5"x8"; each holds magnetic letters and numbers that indicate catalog number, roll number, and centimeter scale; stand is photographed with the museum object.

Large Photo ID Stand 5" x 8" face

Small Photo ID Stand 3" x 5" face

- **Magnetic Letters and Numbers** - letters and numbers that are affixed to the ID stand to indicate park acronym, catalog number and the number of the photographic roll; 1" letters for use with large ID stand; 1/2" letters for use with small ID stand. Large and small magnetic letters corresponding to the park's four letter acronym customarily are issued. If additional letters are needed, they must be requested separately.

Large Magnetic Letters

Small Magnetic Letters

Large Magnetic Numbers

Small Magnetic Numbers



TOOLS OF THE TRADE

- **"ROLL" Label** - Comes in small and large sizes that are affixed to the ID stand to indicate position of the roll number. Large is for use with large ID stand; small size is for small ID stand.

Large **"ROLL" Label** 1" x 2-1/2"
Small **"ROLL" Label** 3/4" x 1-1/2"

- **Metric Scale** - Two sizes, large (19 cm x 3 cm) and small (12 cm x 2 cm). Affixed to the ID stand to indicate scale in the object photo. Use large size with large ID stand; use small size is with small ID stand.

Large **Centimeter Scale**
Small **Centimeter Scale**

- **Magnetic Tape** - 1/4" wide tape with a pressure-sensitive adhesive on one face that is applied to the centimeter scales and "Roll" attachment to allow them to be magnetically mounted on ID stand.

Museum Forms

Illustrations and instructions for completing these forms are provided in the NPS Museum Handbook, Part II: Museum Records.

- **Form 10-30, National Visual Inventory Card** - Used to mount photographic prints of objects to accompany the museum catalog records. Order Form 10-30 directly from NPS Brentwood Warehouse. See Vendor Address List.
- **Form 10-94, Collection Management Report** - A required annual report, providing annual statistics on incoming and outgoing objects and their documentation.
- **Form 10-95, Accession Receiving Report** - Used to document receipt of objects and to record pertinent information on an accession provided by owner, field collector, or lender. *Unit of Issue: Package of 50.*
- **Form 10-95a, Accession Receiving Report List of Objects** - Used to list objects in an accession. *Unit of Issue: Package of 50.*
- **Form 10-96, Folder List: Archival and Manuscript Collections**- Used as an aid to list and describe contents in boxed archival collections. *Unit of Issue: Package of 100.*
- **Form 10-97, Object Temporary Removal Slip** - Used in storage or exhibits in place of an object to indicate its removal from its assigned location. *Unit of Issue: Package of 50.*
- **Form 10-98, Incoming Loan Agreement** - Used to document pertinent information regarding a loan to the NPS. *Unit of Issue: Package of 25.*
- **Form 10-98a, Incoming Loan List** - Used to list objects included in a loan to the NPS. *Unit of Issue: Package of 25.*

TOOLS OF THE TRADE

- **Form 10-254 (Rev.), Museum Catalog Record - Cultural Resources** - This is the basic museum catalog record for cataloging cultural history museum objects. Used for cataloging archeology, ethnology, and history (including archives) objects. *Unit of Issue: Case of 1,000.*

Form 10-254-CR (2-part)

Form 10-254-CR (1-part)

Form 10-254-CR (1-part blue) anticipated availability 1997

Form 10-254-CR (1-part white) anticipated availability 1997

- **Form 10-254B, Museum Catalog Record - Natural History** - The basic museum catalog record for cataloging natural history specimens. Used for cataloging biology, geology, and paleontology objects. *Unit of Issue: Case of 1,000.*

Form 10-254-NH (2-part)

NOTE: Both natural history and cultural resources records are composed of two parts: a white paper original copy and a blue paper working copy (both archival quality paper). The 10-254-CR (1-part) is made with a thicker stock white paper and is used in an optional hard copy classification file. Printing museum catalog cards is optional if the electronic data submitted to the National Catalog meet the criteria in the Museum Handbook, Part II, p. 3-59a (Revised 1995).

- **Form 10-255, Accession Folder** - Required for filing documents pertaining to an accession; printed on the front is a checklist of all documentation needed for an accession. It is archival in quality and comes in letter size only. *Unit of Issue: Package of 250.*
- **Form 10-256, Accession Book** - Bound book with double page entries. The paper is 100% rag for permanence.
- **Form 10-830, Deed of Gift** - This form is a legal record required to document donations to the NPS. *Unit of Issue: Package of 100.*
- **Form 10-254, Working Copy Binders** - A green cloth-covered post binder used to contain the blue working copies of the Museum Catalog Record that are retained in the park.
- **Binder Posts** for Form 10-254 (one pair per binder) - 3" post holds 500 working copy records.
- **Gift Acknowledgement Certificate** - This form is presented to a donor to acknowledge gifts of significant value.
- **Forms with Chapters 5 and 6 of the Museum Handbook, Part II, Museum Records** - The following forms are included in the new Chapter 5: Outgoing Loans and Chapter 6: Deaccessioning. These chapters, issued in 1995 and 1996, include full-sized copies of the forms for duplication by the park. Additional master copies of the forms can be obtained upon request from the Museum Management Program.

TOOLS OF THE TRADE

Form 10-127 (Rev.)	Outgoing Loan Agreement
Form 10-127a,	Conditions for Outgoing Loans
Form 10-417,	List of Objects
Form 10-637,	Object Condition Report
Form 10-640,	Outgoing Loan Folder Cover Sheet
Form 10-641,	Outgoing Loan Extension
Form 10-642,	Deaccession Book
Form 10-643,	Deaccession Form
Form 10-644,	Deaccession Folder Cover Sheet

- Natural History Labels - See Section V, "Natural History Supplies."

TOOLS OF THE TRADE

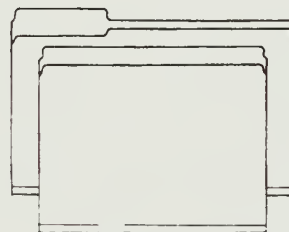
III. STORAGE CONTAINERS

Archival collections should be stored in the appropriate archival quality storage containers listed below. The pH of archival papers is 7.0 for acid-free, unbuffered and between 8.0 and 10.0 for acid-free, buffered. Plastic containers have a pH of 7.0. Consult Museum Handbook, Part I and COG 4/9 "Buffered and Unbuffered Storage Materials" on whether to use buffered or unbuffered tissue, paper containers or plastic containers. Do not use buffered folders for blueprints, cyanotypes, or color photographs.

Archival File Folder (2 sizes)

Letter 9-5/8"H x 12-1/2"W
Legal 9-5/8"H x 14-3/4"W

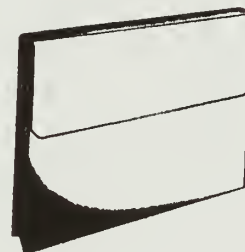
Acid-free and buffered folders to contain and protect historic documents. Available in two sizes.



Expanding Manuscript Folder (2 sizes)

Letter 10-1/4"H x 12-1/4"W
Legal 10-1/4"H x 14-3/4"W

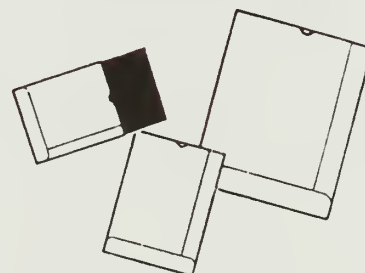
An acid-free and buffered folder with an envelope pocket having a pleat that expands to over an inch. Used to contain documents in archival file folders grouped together as part of an organic collection or series. Comes in letter and legal sizes.



Archival Photo Enclosure, Sleeve Type (4 sizes)

4-3/8"H x 5-3/8"W
5-3/8"H x 7-3/8"W
8-1/2"H x 10-1/2"W
11-1/2"H x 14-1/2"W

Sleeve-type enclosures are open on one end and are acid-free and unbuffered to provide acceptable archival storage for all historic photographic prints and negatives except cellulose nitrate negatives. Recommended only when space is at a premium and minimum thickness of the envelope is required. (In general, 4-fold photo enclosures as shown on the next page provide the best protection. However, they are thicker.) Buffered enclosures should be used only with cellulose nitrate negatives.

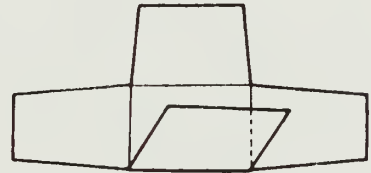


TOOLS OF THE TRADE

Archival Folding Type Photo Enclosure, 4-fold (4 sizes)

4-1/16"H	x	5-1/16"W
5-1/16"H	x	7-1/16"W
8-1/16"H	x	10-1/16"W

These enclosures are made of unbuffered high alpha cellulose (high purity) paper. They have four flaps that fold in, enclosing the photograph, thus preventing it from inadvertently slipping out. The enclosure also prevents possible scratching of the surface when placing it into or removing it from a sleeve type envelope. The extra flaps create an extra thickness per envelope and are not recommended when storage space is limited. These enclosures are suitable for all photographic prints, negatives, transparencies, and slides except cellulose nitrate negatives.



Polyester (Mylar®) Envelope (4 sizes)

4"H	x	5"W
5"H	x	7"W
8"H	x	10"W
11"H	x	14"W

Made of clear, chemically inert, plastic. Available in the same sizes as the photo enclosures. These envelopes are of sleeve-type construction. These non-reactive Mylar envelopes are recommended for storing fragile paper documents and photographic prints that require frequent viewing. Do not use with photographic materials when the humidity of the storage space is not under good control.



Foil-lined Envelope

12"H	x	15"W
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These paper-and-foil enclosures are used to contain cellulose nitrate negatives after the negatives are placed in buffered photo enclosures. The foil-lined envelopes are heat sealed with a plastic sealer or tacking iron and then placed in document boxes for cold freezer storage. Do not use in cool refrigerator storage.

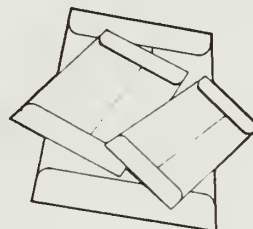


TOOLS OF THE TRADE

Buffered Document Envelope (3 sizes)

6"H	x	9"W
9"H	x	12"W
11-1/2"H	x	15"W

Envelopes with an opening and a flap on one side and a seam down the center of the envelope for storage of archival paper documents. Made of acid-free, buffered paper. Do not use with photographic materials or blueprints because the center seam can compress the photograph's emulsion surface and the buffering can be incompatible.



Archival Map Folder (4 sizes)

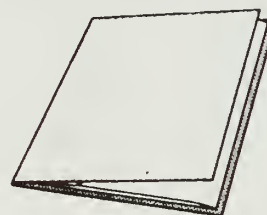
16"W	x	20"L
20"W	x	24"L
24"W	x	36"L
36"W	x	48"L

These large, heavy-stock folders may be used with maps or other large documents or photographs in print boxes or map cases. Blueprints should be covered front and back with a sleeve or folder of Mylar before being placed in buffered folders.

Rare Document Folder

9"H	x	11-1/2"W
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Acid-free and buffered enclosure with folding flaps and a heavy card-stock cover that gives full containment and extra physical protection for extremely rare, fragile, or sensitive paper documents. Do not use on blueprints.



Archival Interleaving Paper (3 sizes)

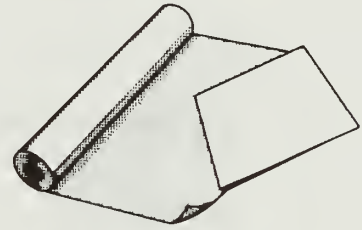
11"W	x	14"L
16"W	x	20"L
20"W	x	24"L

Acid-free and buffered 20 lb. bond paper used to separate paper documents and artwork within print boxes. Do not use on blueprints, cyanotypes, or color photographic negatives, prints, or transparencies.

TOOLS OF THE TRADE

Polyester Film (Mylar®)

A clear, flexible, chemically inert plastic used to encapsulate documents by joining sheets with double-faced tape around the edges. Ideal for documents that need physical support. An additional advantage is that the document may be viewed from both sides without directly touching it. It is available in 36" width rolls that are 25' long. Do not routinely encapsulate clippings; instead photocopy onto acid-free paper.



Double-faced Tape

A special tape made with acrylic adhesive that is used to join pieces of mylar when encapsulating historic documents. Roll is 1/4" wide and 36 yards long.

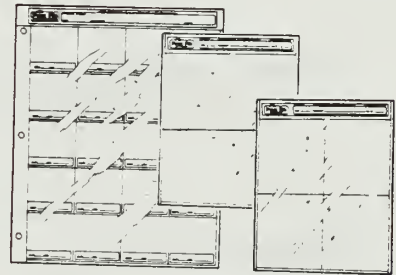


Polyethylene Looseleaf Slide, Film Strip, and Photo Pages

- 2" x 2" slides
- 35mm film strip
- 4" x 5" photos
- 5" x 7" photos

8-1/2"W x 11"H inert plastic pages designed with pockets for holding various sizes of photographic materials in a looseleaf binder format. ***Unit of Issue: Box of 100 pages.***

Do not use yellowed polyethylene pages—instead return such items to the source as they may be contaminated with damaging chemicals.



Acid-free Tissue (Buffered and Unbuffered)

- Buffered Tissue
- Unbuffered Tissue

Buffered tissue in 20"W x 30"L sheets is used to give three-dimensional form to garments of cotton and other plant-derived fabrics and to cover or wrap basketry, metals, and textiles. Good general purpose packing and lining material for wood and metal objects. Do not use with photographs, blueprints, or objects made of animal derived (proteinaceous) materials, such as leather, silk, or wool.

Unbuffered tissue in 24"W x 36"L sheets is used in the same way as buffered tissue, but specifically with photographs, blueprints, and objects made of wool, silk, leather, and horn.

TOOLS OF THE TRADE

Archival Copy Paper

8-1/2"W x 11"L sheets

A 25% rag paper that is made for maximum permanence. Used for copying documents for long-term preservation. ***Unit of Issue: Package of 500 sheets (ream).***

Archival Photo Album

An archival-quality three-ring binder made to hold pages of acid-free and buffered paper or polyethylene pages.



Interlocking-Seal Plastic Bag [Ziplock™] (4 sizes)

4"H	x	4"W
6"H	x	6"W
8"H	x	8"W
12"H	x	12"W



Bags made of clear, chemically inert polyethylene that have an interlocking seal closure. Used to contain archeological materials in archival boxes, fragments of objects, and photographic materials suitable for cold storage.

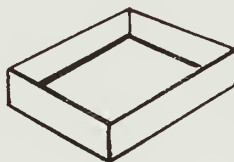
Plastic Marking Pen

A pen with special permanent ink made for writing on polyester, polyethylene, and other plastics.



Specimen Tray (7 sizes)

1.800"W	x	2.925"L	x	1.0"D
2.925"W	x	3.625"L	x	1.0"D
3.625"W	x	5.850"L	x	1.0"D
5.850"W	x	7.250"L	x	1.0"D
7.250"W	x	11.700"L	x	1.0"D
11.700"W	x	14.500"L	x	1.0"D
5.850"W	x	29.000"L	x	1.0"D



Originally made of chipboard and covered with white chromium paper, these trays now are made of buffered, acid-free board covered with an archival white paper. These are the standard containers for holding artifacts while in storage. They are available in the modular system of sizes listed above, allowing a variety of different configurations to fit snugly within the drawers of NPS museum cabinets.

TOOLS OF THE TRADE

Archival Document Box (2 sizes)

Letter	12-1/2"L	x	10-1/2"H	x	5"D
Legal	15-1/2"L	x	10-1/2"H	x	5"D

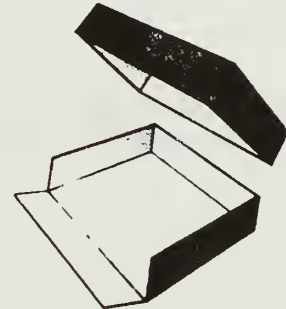
Made of acid-free and buffered board providing protection for documents placed in file folders. Internal capacity is five linear inches (or approximately 800 sheets).



Archival Print Storage Box (3 sizes)

11-1/2"W	x	14-1/2"L	x	3"D
16-1/2"W	x	20-1/2"L	x	3"D
20-1/2"W	x	24-1/2"L	x	3"D

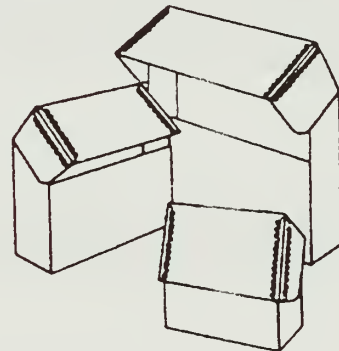
These drop-front boxes are made of acid-free, buffered board and are designed for flat storage of unframed artwork, prints, larger photographs and documents. Do not use with glass plate negatives. A box will hold up to 350 sheets, depending upon whether they are sleeved, matted, or foldered.



Archival Photo Enclosure Box (3 sizes)

4"H	x	5"L	x	2-1/2"D
5"H	x	7"L	x	2-1/2"D
8"H	x	10"L	x	4"D

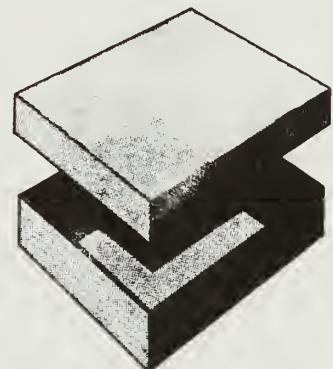
Boxes of acid-free and buffered board made to contain photographic enclosures and Mylar envelopes listed earlier in this section. The capacity depends upon the photographic process and how they are housed, but would range between 50-200 images.



Textile Storage Box

18"W	x	30"L	x	6"D
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Made of acid-free, buffered board with a full telescopic lid. It is a good storage container for smaller textiles and also is a chemically safe, general purpose container for most light-weight artifacts. The manufacturer can provide custom sizes to parks placing special orders.

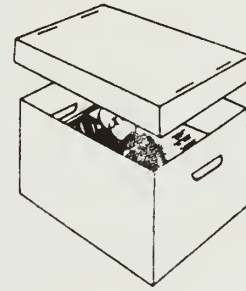


TOOLS OF THE TRADE

Archival Record Storage Box

10"H x 12"W x 15"L

Acid-free and buffered corrugated fiberboard box with separate telescoping lid used to store documents in folders. The capacity is nominally one cu. ft. or about 2,000 pages.



Plastic Artifact Storage Box

10"H x 12"W x 15"D

Chemically inert corrugated polypropylene or polyethylene box with separate telescoping lid used for storage of archeological materials. A heavy duty box that will not deteriorate if accidentally exposed to moist conditions.

Rare Book Box

This box is made of buffered high alpha cellulose paper board and comes in a variety of sizes. It is used to contain scrapbooks, albums and rare books with red rot (flaking or powdering leather), damaged spines, or loose covers. Each box consists of two boards. The width of one board matches the width of the book and the width of the other board matches the length of the book. Each board is scored every $\frac{1}{4}$ " for folding so that the box can be adjusted to the thickness of the book. Boxes are closed with velcro or string fasteners.

Special Boxes, Envelopes, Folders, and other containers can be custom made by many manufacturers. If you have special requirements, the Museum Management Program can direct you to sources for special containers.

TOOLS OF THE TRADE

IV. SPECIALTY CURATORIAL ITEMS

White Cotton Gloves

100% cotton gloves worn when handling metal and paper artifacts. Gloves prevent acid and salts on the hand from contaminating metal artifacts. These gloves may be washed and reused.

White Cotton Sure-Grip Gloves

Cotton gloves with vinyl dots covering the gripping surface to provide a secure grip for use when handling objects with highly polished surfaces. Also provides the same benefits as regular white cotton gloves. These gloves may be washed and reused.

Plastic Gloves

Thin copolymer plastic gloves for use when handling conservation chemicals, objects with surfaces that would snag cotton gloves, and natural history specimens that may be treated with poisonous chemicals. Copolymer plastic will not allow chemicals to contact the skin. One size fits all.

Dust Cover Cloth

Cotton and/or polyester cloth in 40-yard length, 36" wide bolts. Used to make dust covers for steel shelving or for individual objects and furnishings. See COG 4/2, "Dust Covers for Open Steel Shelving," for details on fabricating covers. Ceramic magnets can be used to fasten covers to metal shelving.

Plastic Screen

A section of nylon mesh screen is to be used when vacuuming textile objects in a park collection, after consultation with a conservator. This screen material is found in most hardware stores as plastic screen for screen doors and windows. The edges should be taped to prevent screen from catching on fabric being cleaned. Make sure the tape adhesive is not exposed to prevent it from contacting museum objects.

Polyethylene Sheeting

Clear plastic sheet in 4-6 mil thickness used to fabricate dust covers. Available at local building materials suppliers in a variety of widths, lengths, and thicknesses, or from GSA in 10' and 16' wide rolls, 100' in length.

TOOLS OF THE TRADE

Furniture Paste Wax

Butchers Wax Staples Wax

A blend of synthetic and natural waxes for furniture care. Use Butchers wax for light colored woods, and Staples wax for dark colored woods. See COG 7/2, "Waxing Furniture and Wooden Objects."

Respirator

Equipped with National Institute for Occupational Safety and Health (NIOSH) approved organic vapor cartridges (filters) to protect personnel from fumes when handling chemicals used in curation (e.g., lacquer in confined spaces or when using conservation solvents and cleaners). Use of the respirator should be in accordance with *Loss Control Management Guideline* (NPS-50), Chapter 32, and the Museum Handbook, Part I, Chapter 11.



NOTE: The cartridges (filters) supplied with the respirator provide protection against only organic vapors. Park staff requiring protection against other kinds of hazardous agents (e.g., Hantavirus and asbestos) need to order approved NIOSH cartridges for those specific agents.

Vacuum Cleaner

A vacuum with variable suction capability is required for general curatorial housekeeping and/or cleaning of textiles. The park will need to match an appropriate style and brand to collection needs. The Electrolux® Classic and Eureka "mighty mite®" both have variable suction and have proven successful for museum use. Other styles may be appropriate for the individual park's needs. A backpack vacuum or vacuum with bumper pads may be appropriate for a park with furnished historic structures. A water filtered style for parks with extreme dust problems or a computer keyboard vacuum for small exhibits may prove useful as well. Specialized vacuums equipped with high-efficiency particulate air (HEPA) and activated carbon filters are available for special applications requiring collection of the very finest dust particles. Vacuums are generally on Federal Supply Schedule.

Dusting Brush

Small 9" brush [GSA NSN #8020-00-409-3000]

Large 14" brush [GSA NSN #7920-00-291-5812]

Large 14" brush with soft 2" horsehair bristles and wooden handle; small 9" brush with extremely soft 1" squirrel bristles. Both brushes can be purchased from GSA. Used to remove dust from furnishings and objects. Do not use with paintings, pastels, gilded frames, and objects with flaking or unstable surfaces.



TOOLS OF THE TRADE

Acid-free Tag

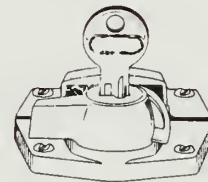
Rectangular 1 ½"W x 3"L acid-free paper tag for attaching to objects. Used for temporary marking of objects during the accessioning process.

Polyethylene Drawer Liner

1/4" thick pads cut to the inside dimensions of a standard cabinet drawer. They are made of a chemically inert, closed-cell polyethylene foam that will cushion artifacts from contact with metal drawers and shelves, and protect metal drawers and shelves from scratching by heavy artifacts, such as rock specimens and metal objects. They also can be used for cavity packing to prevent objects from sliding in trays. Closed-cell polyethylene will not absorb water. Provided in boxes of 25 sheets.

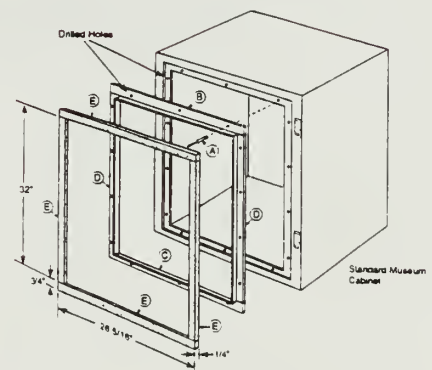
Sash Lock

The lift-off doors on older standard museum cabinets in parks often lack a locking device. Installing a keyed sash lock adds security for these cabinets. Fits all cabinets in NPS modular-size system. Also available from local hardware stores and locksmiths.



Retrofit Gasket Kit

Many older specimen cabinets may be in good condition, but have a pressure-sensitive polyurethane gasket seal. These gaskets deteriorate over a period of time and need replacement. This kit uses a more stable synthetic gasket that is mechanically attached using a pop riveting tool. The replacement cabinet gasket is expected to last the life of the cabinet. See COG 4/3, "Installing the Retrofit Gasket Kit."



TOOLS OF THE TRADE

Cabinet Platform

Cabinets should be raised on platforms or casters off the floor at least 6" to allow cleaning underneath and monitoring for pests. Elevating cabinets also will reduce damage to cabinets and contents if flooding should occur. Platforms can be constructed of wood or metal. Most manufacturers of museum cabinets make adjustable metal platforms, which are offered with caster wheels as an available option. Museum Management Program can provide drawings illustrating the construction of wooden platforms. **NOTE:** Exercise care when moving cabinets that are stacked two-high on casters in order to prevent pushing over the top cabinet.

Conservation Supplies

Consult with NPS conservators and for System Support Office curatorial staff for guidance on the proper use of and sources for conservation supplies such as: solvents, polishes, cleansers, surface coatings, and detergents.

Museum Publications

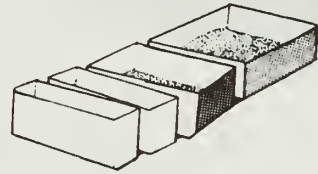
- Museum Handbook, Part I: Museum Collections, with binder
- Museum Handbook, Part II: Museum Records, with binder
- Museum Handbook, Part II: Museum Records, Appendix H, Natural History and the Hierarchical Classification Outline, with binder
- Automated National Catalog System (ANCS) Manual, with binder
- Conserve O Gram series, with binder
- Tools of the Trade
- The Revised Nomenclature for Museum Cataloging (A Revised and Expanded Version of Robert G. Chenhall's System for Cataloging Man-Made Objects) by James R. Blackaby, Patricia Greeno, and the Nomenclature Committee (AASLH Press), 1988. **NOTE:** Supply is limited.

TOOLS OF THE TRADE

V. NATURAL HISTORY SUPPLIES

Insect Pinning Tray, Cornell type (4 sizes)

1-1/8"	W	x	4-3/8"	L	x	1-5/8"	H
1-13/16"	W	x	4-3/8"	L	x	1-5/8"	H
3-5/8"	W	x	4-3/8"	L	x	1-5/8"	H
4-3/4"	W	x	7-5/16"	L	x	1-5/8"	H



Constructed of .05" thick cardboard and covered with acid-free white chrome paper. On the inside bottom is a rigid polyethylene foam liner to mount pinned insects.

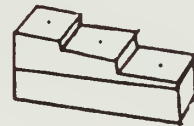
Insect Pins (4 sizes)

Size	000
Size	1
Size	4
Size	6

Stainless steel pins for mounting insects.

Insect Pinning Block

Wooden block used to position insects and labels the appropriate distance from top of pin, before they are put in pinning trays.



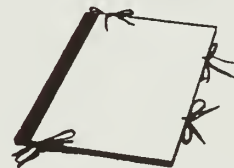
Insect Spreading Board

Used to spread winged insect for drying in the correct position; wooden.



Herbarium Portfolio

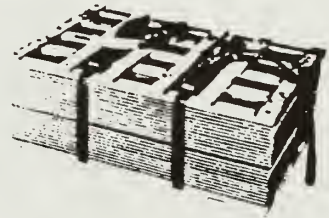
Used when plant collection is too small to warrant a herbarium cabinet. It holds up to 60 11 1/2"W x 16 1/2"L mounting sheets.



TOOLS OF THE TRADE

Plant Press

Consists of pressboard, wood frame, and cloth webbing straps; measures 12"W x 19"L. Used to press and dry plant specimens.



Plant Press Drier

Non-archival 12"W x 19"L blotting paper (component of plant press).

Plant Press Ventilator

Non-archival 12"W x 19"L corrugated cardboard sheets (component of plant press).

Herbarium Mounting Sheet

An 11 ½"W x 16 ½"L sheet of white, acid-free and buffered paper stock used to mount plant specimens.

Herbarium Adhesive

A polyvinylacetate glue used to affix plant specimens onto mounting sheets (8 oz.).

Herbarium Mounting Tape

A white cloth tape with water activated adhesive used to affix plant specimens onto mounting sheets.

Herbarium Folder

A folder measuring 16-5/8"L x 12"W, when folded; made of acid-free and buffered heavy-stock paper; will hold up to 100 mounting sheets with specimens.

TOOLS OF THE TRADE

Herbarium Fragment Folder

An acid-free and buffered paper enclosure used to contain plant specimen fragments. Affixes to the mounting sheet where the specimen itself is mounted.



Specimen Vial

Flint glass vials in a variety of sizes are suitable for containing small insects, beads, etc.

Specimen Jar

Jars are used to contain wet specimens of vertebrates, invertebrates, and plants in an alcohol solution.

Hydrometer

A calibrated glass tube filled with lead shot used to determine the specific gravity of alcohol solutions for the preservation of wet specimens.



Porcelain Streak Plate

Used to identify and determine characteristics of mineral specimens.

Natural History Labels

Illustrations of and instructions for completing these labels are provided in Museum Handbook, Part II, Museum Records. ***Unit of Issue for all labels is 50 except for Form 10-509, which is 1,000.***

Form 10-500 Wet Specimen Label

Form 10-501 Vertebrate Label

Form 10-502 Skull Vial or Box Label

Form 10-503 Invertebrate Specimen Label (Large)

Form 10-504 Geology Label

Form 10-505 Paleontology Label

Form 10-506 Wet Plant Label

Form 10-507 Invertebrate Label (Small)

Form 10-508 Egg Box Label

Form 10-509 Insect Label

Form 10-510 Annotation Label

Form 10-511 Mineral Label

Form 10-512 Herbarium Label

TOOLS OF THE TRADE

VI. MUSEUM CABINETS, SHELVING, AND STORAGE RACKS

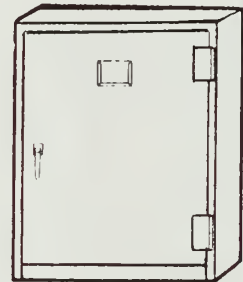
Probably the single most effective action that can be taken to preserve a collection is to store it in specialized museum storage equipment. Specialized museum cabinets have synthetic gaskets that create an interior microenvironment that buffers temperature and relative humidity fluctuations, prevents insect and vermin infestations, and prevents damage caused by light, dust and pollutants. A locked cabinet also will provide the contents some degree of security. Shelving units are used to store objects too large or heavy to fit within museum storage cabinets. Special racks will accommodate hard-to-store objects.

The first three cabinets listed here are the primary cabinets of the National Park Service and form a modular system that allows easy and efficient organization of storage space. See COG 4/1, "Museum Storage Cabinets."

Standard Museum Cabinet

36-7/8"H x 29"W x 32"D

A steel, heavy-duty, general purpose artifact storage cabinet equipped with a lift-off, swing-type door. The swing door has a keyed lock in the handle. A synthetic gasket creates a protective microenvironment within the interior. It's maximum capacity is 16 drawers (measuring 1-7/8"H x 24-15/16"W x 30"D). Maximum weight capacity per drawer is 50 pounds. Cabinets can be stacked two high.



Doublewide Museum Cabinet

36-7/8"H x 58"W x 32"D

A steel, heavy-duty, general purpose artifact storage cabinet twice the width of a standard cabinet. It is designed for flat storage of lighter, larger artifacts such as garments, textiles, study skins, and ethnographic materials. It has double lift-off, swing-type doors and a locking mechanism in one handle. The gasket is the same as in the standard cabinet. Its capacity is 16 drawers (measuring 1-7/8"H x 52-3/4"W x 30"D). The weight limit per drawer is 50 pounds. Cabinets can be stacked two high. Do not stack two standard cabinets on a doublewide cabinet because the weight of standard cabinets can deform the doublewide. However, a doublewide can be stacked on two standard cabinets.

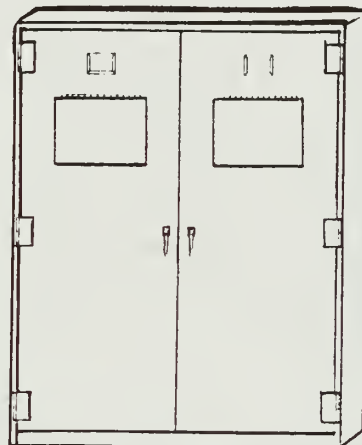


TOOLS OF THE TRADE

Wardrobe Museum Cabinet

78"H x 58"W x 32"D

A steel cabinet the size of four standard cabinets stacked two on two. It is designed to store garments having enough structural strength to be hung on padded hangers. A microenvironment is created using a synthetic gasket. The cabinet comes with a hat shelf and closet rod. The large open interior can be adapted by using racks to store rolled textiles. Some manufacturers make these cabinets with stock racks, shelves, and drawers for greater flexibility in utilizing the interior.



Visual Storage Case (3 sizes)

84"H x 39-1/2"W x 16-5/8"D

84"H x 39-1/2"W x 22-5/8"D

84"H x 51-1/2"W x 22-5/8"D

This case is used to store inorganic objects significant enough to justify visual storage. Objects can be exhibited and stored safely at the same time. The case has lift-off swing double doors with locking handles. It has six adjustable shelves. The four viewing panels in the doors may be made of either ultra-violet light filtering Plexiglas® or safety glass. A case with UV filtering Plexiglas can be used for rare book storage. When visible light and UV radiation conditions are appropriate, the case can be used to store organic objects, such as baskets, hats, and headdresses.

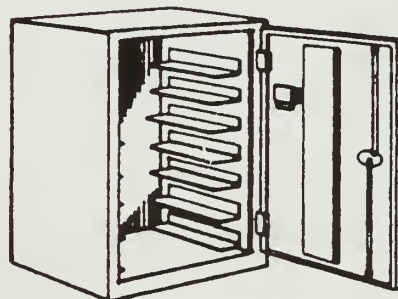


Entomology Cabinet (2 sizes)

51-5/8"H x 21-3/4"W x 22-3/4"D

84" H x 23" W x 20-7/16"D

The 51-5/8"H steel unit has 15 drawers on glides. The 84-1/8"H steel unit has 24 drawers on glides. Both have a gasket, a locking door handle, and label holder on the door. Both use Cornell-style drawers, that hold insect pinning trays in a system of modular sizes.

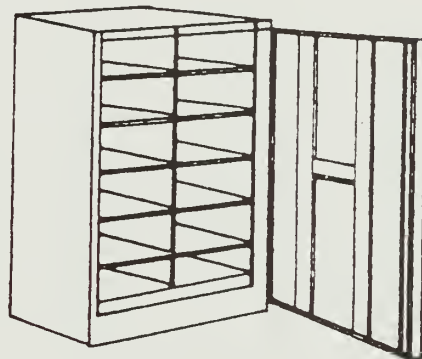


TOOLS OF THE TRADE

Herbarium Cabinet (2 sizes)

40"	H	x	29-1/8"W	x	19-1/8"D
84-1/8"	H	x	29-1/8"W	x	19-1/8"D

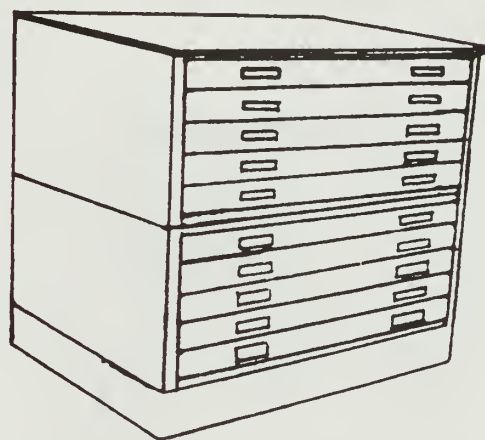
The 40" H cabinet has 12 compartments. The 84-1/8"H cabinet has 26 compartments. This steel single-door cabinet has a gasket, locking door handle, and label holder on the door.



Map and Plan Filing Cabinet

53-3/4"W x 41-7/16"D (Height according to the number of 5-drawer units)

A steel cabinet with large, flat storage drawers obtained through GSA or commercial vendors. It comes in three sizes, but the largest size is generally recommended. The height varies with the number of units that are stacked. Each five-drawer unit measures approximately 15-3/8" H. The cabinet comes in multiples of five drawer units, a base, and a top, and can be used for storing large historic maps, prints, and documents. The cabinet should have metal, not plastic, ball bearings.



For proper protection the items should be placed in acid-free map folders before storing in the cabinet. Map cabinets have drawer flaps to hold down contents when the drawer is opened or closed. Cabinets of recent manufacture may have flaps that are made of vinyl or vinylized canvas. The vinyl may be polyvinyl chloride, which can harm objects. Contact the Museum Management Program for further instructions if vinyl flaps are encountered in new or existing cabinets. Blueprints should be stored separately from other collection objects because of the potential for them to off-gas harmful vapors.

Do not stack more than three 5-drawer units together. Stacking more can lead to collapse of the lower units. Also be certain the floor can support these cabinets before using any of them.

Large Flat Storage Cabinet

Source data is available for a company that custom builds a counter-height cabinet with drawer sizes up to 10'W x 5'D for storage of oversized historic maps and blueprints.

TOOLS OF THE TRADE

Utility Cabinet

78"H x 36"W x 18"D

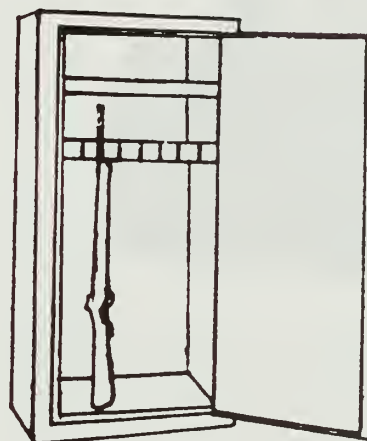
A metal cabinet with six adjustable shelves for storing museum supplies and natural history wet specimens. FSN 7125-00-269-8534.



Gun Cabinet

80"H x 30"W x 24-1/2"D

A high security heavy-duty steel gun cabinet with a vault door that provides high security for valuable firearms collections. The door has a combination lock. The cabinet holds long-arms measuring up to 78" in length on special NPS Plexiglas® museum gun assemblies that have 17 gun and 30 gun capacities. The 17 gun capacity assembly supports the gun at the stock buttplate and separates the gun barrels. The 30 gun assembly provides support and separation only of the gun barrels, not of the butts.

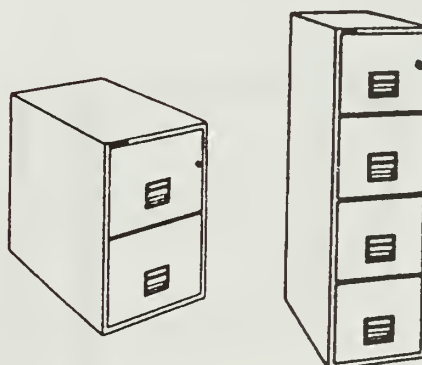


Fire-Resistive (Insulated) Filing Cabinet (2 sizes)

28-7/8"H x 20-3/4"W x 32-15/16"D

55-1/4"H x 20-3/4"W x 32-15/16"D

The 28-7/8"H cabinet has two drawers; the 55-1/4"H cabinet has four drawers. This insulated metal cabinet with a high security combination or keyed lock carries an Underwriters Laboratory (UL) rating of (350°F-1 hour). This cabinet is required to house the park's museum records. Highly valuable documents and photograph collections may also be stored within but archival boxes, not insulated cabinets, are recommended for general archival storage. For further information, see "Filing Cabinets and Safes for Protection of Paper Records, Computer Media, and Photographic Records from Fire" by John E. Hunter, *CRM Bulletin Supplement*, Vol. 16, No. 5, 1993. 8 pp.



TOOLS OF THE TRADE

Media Safe, File, and Insert

Typical dimensions: Safe 59" H x 24" W x 28-3/4"D
File 53-9/16"H x 19-5/8"W x 31" D
Insert 5-7/8" H x 10-3/4"W x 17" D

UL-rated (125°F - 1 hour) containers for the protection of plastic-base magnetic media (computer tapes/disks and audio/videotapes) against damage by fire. To meet the 125°F-1-hour rating the media insert must be used within a UL-rated 350-1-hour fire-resistive filing cabinet. These containers are required for housing computer diskettes and tapes produced during the record keeping process. These containers may also be used to hold photographic negatives and slides. For further details and illustrations, see the article cited on previous page.

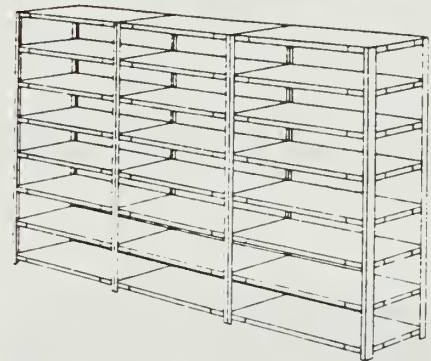
Art Storage Rack

There are a number of brands of racks for storing framed artwork that vary in cost, capacity, and complexity. Advice on selecting the most appropriate racks is available. See COG 12/1, "Storage Screens for Paintings."



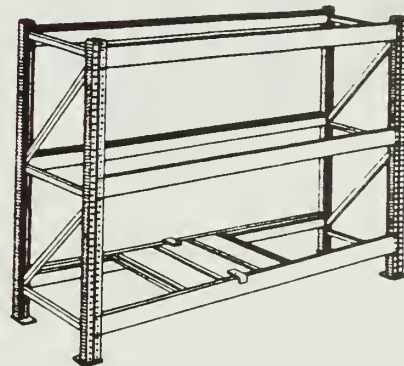
Steel Shelving Unit

Available in a variety of sizes ranging from 75"H x 24"W x 12"D up to 147"H x 48"W x 36"D; can hold up to 1,200 pounds per shelf. This type of shelving is used for storing artifacts too large or heavy to fit within specimen cabinets.



Pallet Rack

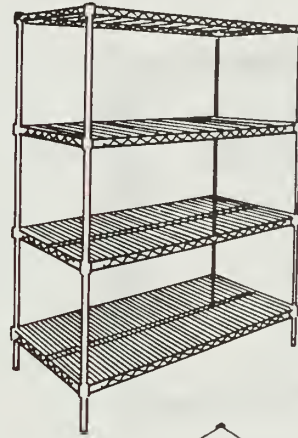
A heavy-duty rack with heights up to 14' and widths of 4' to 16'; depths of 36" and 48". Used to store extremely large and heavy objects. Shelves can support weights up to 20,000 pounds.



TOOLS OF THE TRADE

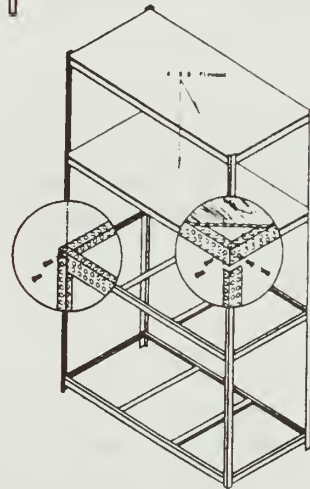
Wire Shelving

A heavy-gauge, chrome plated carbon or stainless steel wire rack ranging in size from 24"W x 14"D up to 72"W x 24"D. Rack heights vary from 14-1/2" up to 86-5/8". This versatile shelving system can be used to house archival materials in document and print boxes. Casters are available when movable shelves are desired.



Slotted Angle Rack

These racks are constructed using Dexion® or other slotted metal angle that can be custom cut by the user. This angle allows special configurations and construction of racks for extra large artifacts or for fitting racks within specific space requirements. Steel shelves are available from the manufacturers or users can custom make shelves of plywood coated with a two-component water based epoxy or a single component, water based, aliphatic urethane paint.

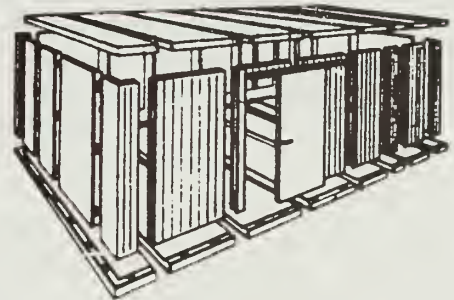


Compacting (Moveable-Aisle) System

Moveable hand-operated, mechanical-assisted or electrically-operated carriages for museum cabinets or shelving units that can be compressed to eliminate aisles between carriages. Space for only one aisle is needed to access any carriage.

Insulated Modular Structure

A prefabricated building system of superinsulated, foam core, metal-sheathed panels, which can be assembled inside of a building to create a collection storage facility that is economical to construct, efficient to operate and effective in creating appropriate environmental conditions. The system uses components as illustrated to quickly create a storage area. A building can be fitted with utilities and HVAC systems. Manufacturers are on Federal Supply Schedule contracts and offer a GSA price that is approximately half that of the retail price. The usable life of a building is expected to exceed 25 years, though formal longevity tests have not been conducted.



TOOLS OF THE TRADE

Flammable Liquid Storage Cabinet

Available in a variety of sizes from 22"H x 17"W x 17"D to 67"H x 34"W x 34"D. Designed to comply with Occupation Safety and Health Administration requirements (29 CFR 1910.106d) and National Fire Protection Association specifications for safety of staff and property. Recommended for storage of flammable or corrosive curatorial cleaning supplies and conservation solvents outside collection storage areas. The cabinet should be vented to the outside according to instructions provided with the cabinet.



Frost-Free Freezer for Nitrate Negative Storage

Cold storage conditions (below 32°F) in a frost-free freezer is recommended for short-term storage of nitrate negatives until the ultimate disposition of the materials can be determined and accomplished. Negatives should be placed in appropriate buffered paper enclosures, foil-lined or moisture resistant plastic envelopes and boxes.

Frost-Free Refrigerator for Color Photographic Materials Storage

Color photographic materials should be stored in cool storage conditions (33°-40°F) in a frost-free refrigerator. The materials should be placed in appropriate nonbuffered paper enclosures, foil-lined or moisture resistant plastic envelopes and boxes. Do not use the freezer compartment of the refrigerator for storage because it experiences unacceptable temperature fluctuations during the frost thaw cycle.

NOTE: The equipment listed in this section is in general use throughout the National Park Service. However, many manufacturers will build additional types of specialized equipment to NPS specifications. If a park has special storage needs, contact the System Support Office Curator or the Museum Management Program to get technical assistance in finding sources to meet specific requirements. The Museum Management Program has designed wooden and metal racks to meet specific storage needs and can provide drawings to illustrate solutions for problem storage situations, such as boat cradles and racks for bed frames and doors.

TOOLS OF THE TRADE

VII. ENVIRONMENTAL MONITORING AND CONTROL APPARATUS

A beneficial environment contributes to the preservation of museum objects. In order for parks to accurately monitor and control conditions of relative humidity (RH), temperature, light, biological pests, and air pollutants. A variety of instruments and devices are recommended.

Humidity Indicator Strip

A 4-1/4" x 1-1/2" paper strip with cobalt-chloride blotter segments that change color to indicate RH. These strips are an economical, reasonably accurate means of monitoring RH in special enclosures, exhibit cases, and museums cabinets.



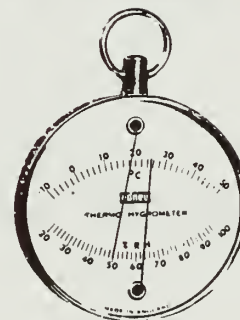
Hygrometer

A dial instrument that indicates RH. Can be calibrated. Used in storage and exhibit areas when a hygrothermograph is unavailable. A hygrometer is not a recording instrument; therefore, a written log of periodic observations must be maintained to create a record of conditions. Use the 2" diameter hygrometer in exhibit cases and the 4" in storage areas.



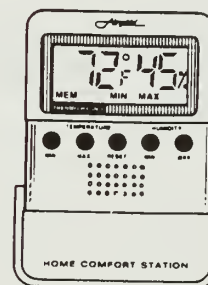
Thermo-Hygrometer 2"

A dial instrument that indicates both RH and temperature. Can be calibrated. Requires a written log of observation. Used in exhibit cases.



Thermo-Hygrometer (Maximum/minimum)

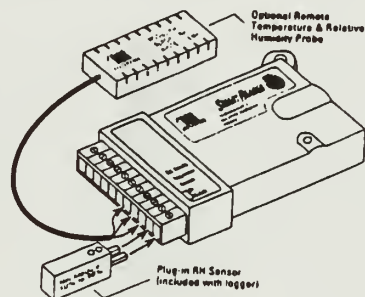
A battery operated electronic instrument used to measure air temperature and RH. Readings need to be recorded manually. Generally, it is hung on a wall.



TOOLS OF THE TRADE

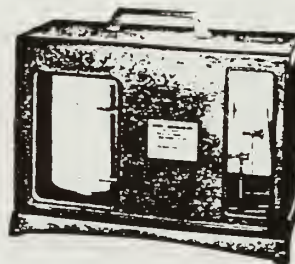
Datalogger

A small battery powered device that electronically measures and records RH and temperature for periods of up to one year. Data then is downloaded into a computer via a special cable where a program analyzes the data and produces illustrative charts. Also can be fitted to record light levels. See COG 3/3 (Sep 95), "Datalogger Applications in Monitoring the Museum Environment" for additional information.



Hygrothermograph

An instrument for monitoring temperature and RH. Records conditions for periods of one week or one month on a rotating chart driven by either a spring wound or battery-operated clock. The size and color of the instruments vary with manufacturer, but a typical size is 12"H x 14"W x 6"D. Charts listed below.



Hygrothermograph Pen Points

Felt Tip
Metal

Used to replace points that are damaged or worn out. Metal points require hygrothermograph ink; felt points come pre-inked.

Hygrothermograph Ink

A special purple ink that is deliquescent (i.e., absorbs moisture from the air and does not dry out as quickly as regular drawing ink). Use only in metal pen points.

Hygrothermograph Charts

Belfort Charts
Weather Measure Charts
Sierra Misco (7 Day)
Sierra Misco (30 Day)

Qualimetrics Charts (Model 5020-A)
7 Day Chart #50202
31 Day Chart #50208
Cole-Parmer (7 Day)
Cole-Parmer (32 Day)

TOOLS OF THE TRADE

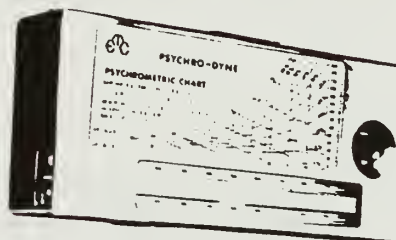
Sling Psychrometer

This instrument has two thermometers, one of which is covered with a cloth wick (wet bulb). After the wick is wetted and the instrument whirled for an appropriate period of time, a comparison of the wet bulb temperature and the temperature of the dry thermometer (using a chart supplied with the instrument) will give an accurate determination of the RH. Psychrometers are used to calibrate hygrometers and hygrothermographs.



Aspirated Psychrometer (battery powered)

Similar to sling psychrometer, with wet and dry bulb thermometers. A battery powered fan regulates the air flow across the wet bulb, thereby reducing user errors that can occur with the sling psychrometer.



Electronic Thermo-Hygrometer

RH and temperature determining devices that sense RH by changes in an electric current and temperature by use of a thermistor. Very accurate means of determining RH.



Visible Light (Footcandle or Lux) Meter

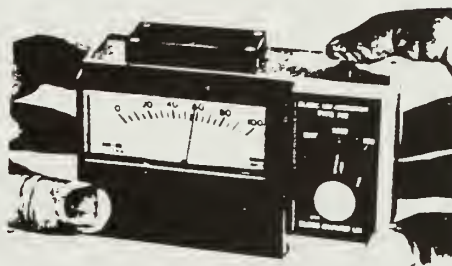
Used to determine light levels within storage and exhibit areas. These instruments employ an electronically-enhanced photo-voltaic cell that indicates light levels with digital or analog readouts. Some read only in footcandles and some read in both footcandles and lux.



TOOLS OF THE TRADE

UV Monitor

This low-range (0-100 microwatts per lumen [$\mu\text{W}/\text{l}$]) model is used to determine levels of ultraviolet radiation falling on objects in storage or exhibit areas. Used in conjunction with a visible light meter. Requires a minimum of 50 lux or 5 footcandles of visible light to function properly.



Dehumidifier

Portable dehumidifiers use a refrigerant or desiccant system to remove moisture from the air. They have an adjustable humidistat for regulating the level of humidity and come in various sizes and capacities.

Humidifier

Portable humidifiers add moisture to an area by blowing air through a moist pad on a rotating drum. They have an adjustable humidistat and come in various sizes and capacities. Atomizing humidifiers should not be used because they emit a mist containing any impurities found in the water.

Air Purifier

19-5/8"H x 25-1/8"W x 12-1/2"D

Portable 120-volt plug-in devices that use high-efficiency particulate air (HEPA) filters to clean air of particles down to .3 microns (.0000003 meters) in size. The units have activated-carbon filters to remove gaseous pollutants such as SO_2 , H_2S , and NO_x . Electrostatic precipitator air purifiers are not recommended because they can emit high concentrations of damaging ozone.

UV Filter Sleeve for Fluorescent Lights

Special sleeves that fit over fluorescent lamps to filter out 97-99% of damaging ultraviolet radiation. Made of either a flexible polyester plastic that can be wrapped around the lamp or a rigid extruded acrylic sleeve that slips over the bulb. They can be cut to fit shorter length bulbs.



TOOLS OF THE TRADE

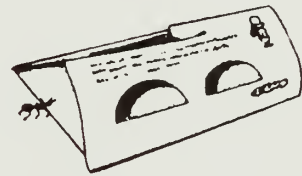
Solar Control Window Film

Clear Film (<10% visible light reduction)
Light Tint Film (50% visible light reduction)
Dark Tint Film (80% visible light reduction)

Special window films are available to filter out ultraviolet light and varying amounts of visible light. Such filters are generally made of polyester plastic and are attached by a pressure sensitive adhesive backing. Rolls are 60" wide and 25' long. Ultraviolet filtering Plexiglas® and Lexan® rigid polycarbonate sheet also may be used to filter light coming through windows. **NOTE:** All window coverings mentioned above filter 97-99% of the ultraviolet radiation.

Insect Trap

The insect trap is a small open-ended cardboard box containing a sticky adhesive. Used to monitor for insect pests in the museum.



Silica Gel (Regular and Indicating)

This inert chemical is used in storage or exhibit situations for conditioning confined spaces to a specific RH or to remove moisture from the space. It can be reactivated by heating in an oven according to instructions on the bag. The indicating gel will turn pink when the gel needs to be reactivated and blue when reactivation is complete.

Silver Protector Strip™

2" x 7" paper strips impregnated with activated carbon. When sealed in bags with silver objects, the strips will prevent tarnish.



NOTE: If a park has special applications or problems with environmental monitoring or control, the Museum Management Program can provide technical advice and source data for equipment that may help solve environmental problems.

TOOLS OF THE TRADE

VIII. PACKING AND SHIPPING MATERIALS

There are a variety of materials available on the market to wrap, cushion and contain objects for shipment. The materials recommended in the Museum Handbook, Part I for packing museum objects are listed below. A list of sources is found in the "How to Get Assistance" section of this catalog, to enable parks to make purchases. Most of these materials come in bulk quantities and a variety of sizes. The vendors should be contacted for sizes and pricing. **NOTE:** These products, except where noted, are not to be used for long-term storage. They are for temporary use only.

Acid-free Glassine

A stiff, translucent glossy paper used to cover or wrap paintings, bottles with labels, books, and objects with friable, oily, or tacky surfaces. This paper resists sticking to surfaces. Do not use with photographic negatives, prints, transparencies or slides.

Tyvek®

A slick, smooth, microporous, opaque non-woven (spun-bond) polyethylene fabric used as an alternative to glassine as a moisture barrier.

Nylon Fabric

A tightly woven fabric material used to encase packing material to make internal supports for objects that will not snag or abrade object surfaces.

Acid-Free Tissue (Buffered and Unbuffered) - See page III:4.

Mylar®

A chemically inert, clear, stable synthetic plastic (polyester) sheet material used to contain and protect large paper objects and photographs. Because it develops an electrostatic charge, never use this material with charcoal or pastel works of art or with glass plate negatives or transparencies.

Blanket Pad or Quilt

Used to cover and cushion large sculpture and furniture.

Archival File Folder

Used to cover and contain unframed prints, documents and photographs.

TOOLS OF THE TRADE

Air Encapsulated Laminated Plastic Wrap

Plastic (predominately polyethylene) wrap with bubbles of encapsulated air used to cushion objects and fill voids in packages. Bubble side of wrap should be faced away from the object - contact of objects with the bubbles could cause impressions to form on some objects.

Expanded Polystyrene Foam "Peanuts"

Use to fill voids in packages and as a cushioning material when packing small, lightweight objects. Works well as a general cushioning material when placed in polyethylene bags to form support pillows.

Polyethylene Foam Sheet

Lightweight, easily handled, versatile white foam that is chemically inert and has excellent shock absorption characteristics. Can be used to cushion objects, fill voids and form individual specialized supports. Foam is easily cut and can be joined using a heat gun, glue gun, or double faced tape. Available in a variety of densities, thicknesses, and textures. Ethafoam® and Volara® are examples of polyethylene foams that work very satisfactorily for object packing.

Polyurethane Foam

Foam has good thermal insulation characteristics and can be used to cushion objects and fill voids in packages. This foam is not chemically inert and should not be used with objects for extended periods of time. Foam will absorb moisture and may form toxic fumes if it catches on fire.

Shipping Box

Box made of corrugated fiberboard that comes in variety of shapes, sizes and strengths to meet nearly all packing needs. Corrugated fiberboard is acidic. Do not use in direct contact with objects or to store objects for an extended period of time.

Fome-Cor®

Polystyrene foam sandwiched between two layers of clay-worked kraft liner board. Use as an inlay between prints and to stiffen packages of prints or photographs.

Polyethylene Corrugated Board

Inert, strong, waterproof, light-weight polyethylene board that can be used to fabricate special box sizes, serve as an inlay, interleaving, or stiffening sheet, and form bases for objects.

TOOLS OF THE TRADE

Acid-free Corrugated Fiberboard

An acid-free paperboard that is not waterproof but can otherwise serve the same functions as polyethylene corrugated board.

Marvel Seal®

Laminate of polyethylene, aluminum foil (for impermeability), and nylon (for puncture resistance) used as a barrier film or box liner in order to construct containers with the capability to hold a microclimate.

Cellophane Tape

Used to attach packing materials, not for closing outside of containers. Tape should not come in direct contact with objects.

Masking Tape

Used in the same way as cellophane tape.

Nylon Filament Strapping Tape

Use only for closing containers.

Pressure-Sensitive Packing Tape

Sticks to a variety of surfaces and shapes, good for sealing box flaps.

Twill Tape

Used to secure wrapped objects. May be used as a replacement for pressure sensitive plastic packing tape. Twill tape should be tight enough to secure the packing materials but not tight enough to cause a pressure break to the object.

Water-Activated Kraft Tape

Used for sealing containers and attaching kraft exterior wrap of container.

TOOLS OF THE TRADE

IX. EQUIPMENT AND SUPPLY SOURCES

Equipment Sources

This list includes equipment used to store museum objects, monitor the museum environment and control environmental conditions. At least one known source is given for each item. The park should purchase the needed equipment directly using established contracts or see the accompanying Vendor Address List for addresses of sources. **NOTE:** Inclusion on this list does not constitute sole-source endorsement of a particular vendor, nor is the list guaranteed to be all inclusive.

Air Purifier, Portable

Air Cleaning Specialists
Enviracaire

Cabinet, Fire Resistive (Insulated), Mixed Media Files, Mixed Media Safes, and Media Boxes (safe or filing cabinet inserts)

Federal Supply Schedule for FSC Group 71, Part III, Section E
Fireking International
Kardex Systems
Schwab Safe Company
Sentry Group

Cabinet, Flammable Liquid Storage

A & A Sheet Metal Products
Federal Supply Schedule for FSC Group 71, Part III, Section C
Lab Safety Supply

Cabinet, Gun

Browning Pro-Steel

Cabinet, Map and Plan Filing

Crystalizations Systems
Foster
General Services Administration (GSA) National Furniture Center

Cabinet, Museum Storage (standard, doublewide, wardrobe, entomology, herbarium, and flat storage, cabinet platforms, retrofit gasket kit)

Delta Designs Limited
Interior Steel Equipment Company
Lane Science Equipment Company
Steel Fixture Manufacturing Company

Cabinet, Utility

GSA

Case, Visual Storage

Delta Designs Limited
Interior Steel Equipment Company
Steel Fixture Manufacturing Company

TOOLS OF THE TRADE

Compacting (Moveable Aisle) Storage Systems

Federal Supply Schedule for FSC Group 71, Part III, Section J
Spacesaver Corp.
White Storage and Retrieval Systems Inc.

Dataloggers, Electronic

Cascade Group (ACR brand)
Cole-Parmer Instrument Company (ACR brand)
Controlyne (ACR brand)
Davis Instrumentation
Dickson Company (ACR brand)
Herzog/Wheeler and Associates (ACR brand)
Langan Products
Omnidata International
Mitchell Instruments

Dehumidifier

Bry Aire
Local department store

Freezer, Frost-Free

Sears, Roebuck and Company

Humidifier, Portable

Local department store

Hygrometer, Electronic and Dial

Airguide Instruments (for maximum/minimum type)
Art Preservation Services
Cole-Parmer Instrument Company
Conservation Materials Limited
Davis Instrumentation
NOVA-LYNX
Scientific Sales

Hygrothermograph

Art Preservation Services
Belfort Instrument Company
Cole-Parmer Instrument Company
NOVA-LYNX
Scientific Sales

Insulated Modular Structure

Artic Industries
Eagle Marketing Group
Gill Marketing
Harford Systems

TOOLS OF THE TRADE

Meter, Visible Light (measures in footcandles or lux)

Art Preservation Services
Cole-Parmer Instrument Company
Davis Instrumentation
NOVA-LYNX
Scientific Sales

Monitor, UV (for measuring μ W/l of ultraviolet radiation)

Cole-Parmer Instrument Company
NOVA-LYNX
Scientific Sales

Rack, Art Storage

Charles J. Dickgeisser
Construction Specialties
Crystalizations Systems

Rack, Pallet

Federal Prison Industries (UNICOR)

Rack, Slotted Angle

Federal Prison Industries (UNICOR)
Interlake Corporation

Refrigerator, Frost-Free

Sears, Roebuck and Company

Shelving, Steel (bolt together)

Federal Prison Industries (UNICOR)

Shelving, Wire

InterMetro Industries

Thermo-Hygrometer, Dial 2" and Electronic

Art Preservation Services
Conservation Materials Ltd.

Vacuum Cleaners (HEPA and conventional)

Breuer Electric Mfg.
Electrolux Corporation
Eureka
Federal Supply Schedule for FSC Group 79, Part I, Section B
Nilfisk of America

TOOLS OF THE TRADE

Supply Sources

This list includes a variety of products that have been found useful in the management, maintenance, storage, protection, and shipping of park collections and collection records. At least one known source is given for each item. See the accompanying Vendor Address List for addresses of the listed suppliers.

This listing includes materials for storing, accounting, packing and shipping museum collections.

NOTE: Inclusion on these lists does not constitute sole-source endorsement of a particular vendor, nor are the lists guaranteed to be all inclusive.

Section 1: Collection Storage, Treatment, and Accountability

Accession Book

Conservation Resources International

Album, Archival Photo (See also Archival Containers)

Archivart

Conservation Resources International

Hollinger Corporation

Light Impressions

Pohlig Brothers

University Products

Archival Containers (boxes, folders, enclosures, envelopes, etc. for storage of textiles, books, documents, prints, maps, and photographic prints; made of paper, plastic, and/or foil)

Archivart

Conservation Resources International

Hollinger Corporation

Light Impressions

Pohlig Brothers

University Products

Bag, Interlocking Seal (Ziplock® type; various sizes)

General Services Administration (GSA)

Local food or department store

Binder, Catalog Record (working copy) (See also Post, Binder)

Elbe Products

Looseleaf Binder Company

McBee Loose Leaf Binders

Optic Bindery

Box, Archival (See also Archival Containers)

Box, Plastic Cataloging Kit

Flambeau Products

TOOLS OF THE TRADE

Box, Record Storage, Paperboard (acid-free) (See also Archival Containers)

- Archivart
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- University Products

Box, Plastic Artifact Storage (same size as record storage box)

- Light Impressions
- United States Corrugate Corp.
- University Products

Brushes, Artist Set

- GSA
- Local art store

Brush, Dusting (large and small sizes)

- General Services Administration (GSA)
- Local art store

Caliper (for object measuring)

- GSA
- Local hardware store

Centimeter Scale (for use when photographing objects)

- Light Impressions

Conservation Supplies (resins, adhesives, etc.)

- Conservation Materials Ltd.
- TALAS

Conversion Table, Metric

- GSA

Copy Paper, Archival (See also Archival Containers)

- Archivart
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- University Products
- Xerox Corporation

Drawer Liner, Polyethylene

- Granite Packaging
- University Products

TOOLS OF THE TRADE

Dust Cover Cloth

Lowell National Historical Park
GSA
Local fabric store

Enclosure, Archival (See also Archival Containers)

Envelope, Archival (See also Archival Containers)

Folder, Archival (See also Archival Containers)

Forms, NPS Museum Management

Museum Management Program, Harpers Ferry Office
NPS Brentwood Warehouse

Gloves, Cotton "Sure-grip"

Hayden School Supply
Man-How School Band Supply
University Products

Gloves, White Cotton

John Plant Company
Light Impressions
University Products

Gloves, Plastic Copolymer

VWR Scientific
University Products

Herbarium Adhesive, Folder, Mounting Sheet, Tape and Fragment Folder (acid-free)

Herbarium Supply Company
University Products

Humidity Indicator Strip

Humidial Company

Hydrometer (for measuring specific gravity of liquids)

Fisher Scientific
Lapine Scientific Company
VWR Scientific

Hygrothermograph chart, ink, pen points

Art Preservation Services
Belfort Instrument Company
Cole-Parmer Instrument Company
NOVA-LYNX
Scientific Sales

Ink, Permanent Black

GSA
Local office supply

TOOLS OF THE TRADE

Insect Pins, Pinning Blocks, Pinning Trays, and Spreading Boards

BioQuip Products
Carolina Biological Supply Company
Wards Natural Science Establishment

Insect Traps

Summit Chemical Company
University Products

Jar, Specimen (various sizes, for wet natural history specimens)

Chelsea Bottle Company
Wheaton

Labels, Natural History

Museum Management Program, Harpers Ferry Office

Lacquer, Clear and White (for applying catalog numbers to objects)

Light Impressions

Lock, Sash

Blades Lock Company
Local hardware or building supply store

Magnetic Letters and Numbers (for use with Photo ID Stand)

Magnetic Aids, Inc.
Visual Systems, Inc.

Magnet, Bar (for testing for ferrous metals)

JobMaster Corporation

Magnet, Ceramic (for attaching plastic sheeting to steel shelves)

Local hardware store

Magnifying Glass

Local department store
Local hardware store

Natural History Supplies

BioQuip Products
Carolina Biological Supply Company
University Products
Wards Natural Science Establishment

Needles and Thread (for attaching catalog number labels to fabrics)

Local sewing supply store

TOOLS OF THE TRADE

Paper, Interleaving (acid-free) (See also Archival Containers)

- Archivart
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- University Products

Pen, Crowquill

- GSA
- Local office supply store

Pen, Pigma

- Light Impressions
- University Products

Pen, Plastic Marking

- Light Impressions
- University Products

Pen, Technical (Rapidograph®)

- GSA
- Local office supply store

Pencil, "H" or #2 Hardness

- GSA
- Local office supply store

Photo ID Stand (for use when photographing objects)

- Local metal fabricating shop for special designs

Plant Press (including driers and ventilators)

- BioQuip Products
- Carolina Biological Supply Company
- Wards Natural Science Establishment

Polyester (Mylar®) Envelope and Film in Rolls (See also Archival Containers)

- AAA Brands Plastics Manufacturers
- Archivart
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- Taylor Made Company
- University Products

Polyethylene Slide and Photo Page and Lab Pen (for marking pages) (See also Archival Containers)

- Light Impressions Corporation
- University Products

TOOLS OF THE TRADE

Post, Binder

GSA

Local office supply store

Psychrometer, Aspirating

Cole-Parmer Instrument Company

Davis Instrumentation

Fisher Scientific

NOVA-LYNX

Scientific Sales

Thomas Scientific

VWR Scientific

Psychrometer, Sling

Cole-Parmer Instrument Company

Davis Instrumentation

Fisher Scientific

GSA

NOVA-LYNX

Scientific Sales

Thomas Scientific

VWR Scientific

Respirator (face mask type for filtration of dust and/or organic vapors)

Federal Supply Schedule Vendor

Lab Safety Supply

University Products

Retrofit Gasket Kit (for replacing gasket seals on cabinet doors)

Steel Fixture Manufacturing Company

"ROLL" Label (for photo ID stand)

Museum Management Program

Rule, Clear Plastic (metric and English scales)

Local office supply store

Silica Gel

Art Preservation Services

Eagle Chemical Company

University Products

Silver Protector Strips

3M Company

TOOLS OF THE TRADE

Solar Control Window Film

Federal Supply Schedule for FSC Group 56, Part IV, Section A
Courtaulds Performance Films
Deposition Technologies Inc.
3-M Company
Madico, Inc.
National Glass Coatings Company
Solar Screen Corporation
Transparent Glass Coatings Company

Specimen Trays (various sizes)

Conservation Resources International
Hollinger Corporation
Light Impressions
Murray & Heister, Inc.
Pohlig Brothers
University Products

Streak Plate, Porcelain (for identifying mineral specimens during cataloging)

Carolina Biological Supply Company
Wards Natural Science Establishment

Tag, Acid-Free

University Products

Tape Measure, Cloth

Local sewing supply

Tape Measure, Metal

GSA
Local hardware store

Tape, Double-faced (for Mylar encapsulation)

Light Impressions
3M Company
University Products

Tape, Magnetic (for use with photo ID stand)

Magnetic Aids, Inc.

Tape, Textile Marking (bias tape)

Local sewing supply

Thermo-Hygrometer, Maximum/Minimum

Airguide Instrument Company
Scientific Sales

Thread, Sewing (See also Needles)

Local sewing supply store

TOOLS OF THE TRADE

Tissue, Acid-Free (buffered and unbuffered) (See also Archival Containers)

- Archivart
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- University Products

Tweezers (stamp handling type)

- Techni-Tool, Inc.

UV Filter Sleeves (for fluorescent lamps)

- Conservation Resources International
- Light Impressions
- Solar Screen Corporation
- University Products

Vials, Specimen

- Fisher Scientific
- Lapine Scientific Company
- VWR Scientific

Wax, Butchers Furniture (light brown)

- The Butcher Company

Wax, Staples Furniture (dark brown)

- H. F. Staples & Company

Section 2: Packing and Shipping Materials

Air Encapsulated Laminated Plastic Wrap

- Local moving and storage company
- Sealed Air Corporation
- Advanced Packaging Corporation

Blanket Pad or Quilt

- Local moving and storage company

Boxes, Shipping

- Local moving and storage company
- GSA

Corrugated Fiberboard, Acid-Free

- Archivart
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- University Products

TOOLS OF THE TRADE

Corrugated Polyethylene Board

United States Corrugate Corporation

Expanded Polystyrene Foam "Peanuts"

Local moving and storage company

Sealed Air Corporation

Advanced Packaging Corporation

CPI Packaging

Foam, Polyethylene, Rigid

Dow Chemical (nearest sales office)

Sentinel Foam Products

Stephenson and Lawyer

Local plastics supply company

Foam, Polyethylene, Flexible

Dow Chemical (nearest sales office)

Sentinel Foam Products

Stephenson and Lawyer

Local moving and storage company

Local plastics supply company

Foam, Polyurethane

Stephenson and Lawyer

Local moving and storage company

Local plastics supply company

Folder, Archival (See also Archival Containers)

Archivart

Conservation Resources International

Hollinger Corporation

Light Impressions

Pohlig Brothers

University Products

Fome-Cor®

Archivart

Light Impressions

University Products

Local plastics supply company

Glassine Paper, Acid-Free

Archivart

Light Impressions

University Products

Marvel Seal® (vapor barrier film)

Ludlow Corporation

TOOLS OF THE TRADE

Mylar® (polyester film)

- AAA Brands Plastics
- Light Impressions
- University Products

Nylon Fabric

- Local hardware store
- Local plastics supply company

Tape, Cellophane

- GSA
- Local moving and storage company
- Local hardware store

Tape, Masking

- GSA
- Local moving and storage company
- Local hardware or paint store

Tape, Kraft, Water-Activated

- GSA
- Local moving and storage company
- Local hardware store

Tape, Nylon Filament Strapping

- GSA
- Local moving and storage company
- Local hardware store

Tape, Pressure-Sensitive Plastic Packing

- GSA
- Local moving and storage company
- Local hardware store

Tape, Twill, Cotton

- GSA
- Local fabric store

Tissue, Acid-Free (See also Archival Containers)

- Archivart
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- University Products

Tyvek®

- Local building supply dealer
- Dupont Chemical (nearest sales office)

TOOLS OF THE TRADE

Section 3: Vendor Address List

A&A Sheet Metal Products
2166 Wisconsin Avenue, NW
Washington, DC 20007
205-265-0246

AAA Brands Plastics Manufacturers
P.O. Box 5677
Philadelphia, Pennsylvania 19129
215-438-1082

Advance Packaging Corporation
4818 Seton Drive
Baltimore, Maryland 21215
301-358-9444

Air Cleaning Specialists
180 El Camino Real
Millbrae, California 94030
800-633-4007 or 415-697-2761

Airguide Instrument Company
2210 West Wabansia Avenue
Chicago, Illinois 60064
312-486-3000

Archivart
7 Caesar Place
P.O. Box 428
Moonachie, New Jersey 07074
201-804-8986

Artic Industries
8207 NW 74th Avenue
Miami, Florida 33166
800-325-0123 or 305-883-5581

Art Preservation Services
253 East 78th Street
New York, New York 10021
212-794-9234

Belfort Instrument Company
727 South Wolfe Street
Baltimore, Maryland 21231
410-342-2626

BioQuip Products
1320 East Franklin Avenue
El Segundo, California 90245
213-322-6636

Blades Lock Company
2335 18th St., NE
Washington, DC 20018
202-832-7100

Breuer Electric
7401 W. Lawrence Avenue
Chicago, Illinois 60656
800-822-8867

Browning Pro-Steel
P.O. Box 977
Provo, Utah 84601
801-373-2385

Bry Aire
P.O. Box 269
Sunbury, Ohio 43074
614-965-2974

The Butcher Company
67 Forest Street
Marlborough, Massachusetts 01752
800-225-9475

Carolina Biological Supply Company
2700 York Road
Burlington, North Carolina 27215
800-334-5551 or 919-584-0381

Cascade Group
68 West Main Street
Oyster Bay, New York 11771
800-800-0588

Charles J. Dickgeisser and Company
P.O. Box 475
Derby, Connecticut 06418
203-734-2553

TOOLS OF THE TRADE

Chelsea Bottle Company
P.O. Box 6330
Chelsea, Massachusetts 02150
617-884-2323

CPI Packaging
240 Boundary Road
Marlboro, New Jersey 07746
908-431-3500

Cole-Parmer Instrument Company
625 East Bunker Court
Vernon Hills, Illinois 60061
708-549-7600
800-323-4340

Conservation Materials Ltd.
240 Freeport Boulevard
P.O. Box 2884
Sparks, Nevada 89431
702-331-0582

Conservation Resources International
8000-H Forbes Place
Springfield, Virginia 22151
703-321-7730

Construction Specialties
P.O. Box 380
Muncy, Pennsylvania 17756
800-233-8493

Controlyn
25 North Fullerton Avenue
Montclair, New Jersey 07042
201-746-8900

Courtaulds Performance Films
P.O. Box 5068
Martinsville, Virginia 24115
703-629-1711

Crystalizations Systems, Inc.
1595 A Ocean Avenue
Bohemia, New York 11716
516-567-0888

Davis Instrumentation
Seton Business Park
4701 Mt. Hope Drive
Baltimore, Maryland 21215
800-368-2516

Delta Designs, LTD.
P.O. Box 1733
Topeka, Kansas 66601
913-234-2244

Deposition Technologies
4550 Viewridge Avenue
San Diego, California 92123
415-484-4730

Dial Industries
1538 Esperanza Street
Los Angeles, California 90023
213-263-6878

Dickson Company
930 South Westwood Avenue
Addison, Illinois 60101
800-323-2448

Dow Chemical
Midland, Michigan 48640
517-636-1000

Dupont Chemical
Centre Road Building
Wilmington, Delaware 19898
302-774-1000

Eagle Chemical Company
P.O. Box 107
Mobile, Alabama 36601
205-452-9624

Eagle Marketing Group
P.O. Box 681837
Houston, Texas 77268
713-320-0591

Elbe-Cescocts
P.O. Box 3160
Fall River, Massachusetts 02722
508-676-8580

TOOLS OF THE TRADE

Electrolux Corporation
P.O. Box 191
Bristol, Virginia 24203
800-243-9078

Enviracaire
747 Bowman Avenue
Hagerstown, Maryland 21740
800-332-1110

Eureka Company
Local Distributor or
120 E. Bell Street
Bloomington, Illinois 61701
800-282-2886

Federal Prison Industries, Inc.
(UNICOR)
Metal and Wood Division
320 First Street, NW
Washington, DC 20534
202-724-3006

FireKing International
101 Security Parkway
P. O. Box 559
New Albany, Indiana 47150
812-948-8400

Fisher Scientific
7722 Fenton Street
Silver Spring, Maryland 20910
301-587-7000

Flambeau Products Corporation
P.O. Box 97
Middlefield, Ohio 44062
216-632-1631

Foster Manufacturing
414 North 13th Street
Philadelphia, Pennsylvania 19108
215-523-4855

General Services Administration
(Use national or regional GSA address
as appropriate for order)

Gill Marketing
2127 Espey Court
Crofton, Maryland 21114
410-625-2700

Granite Packaging
111 Whittendale Drive
Moorestown, New Jersey 08057
609-727-1010

H. F. Staples & Company
P.O. Box 956
Merrimack, New Hampshire 03059
603-889-8600

Harford Systems
P.O. Box 700
Aberdeen, Maryland 21001
410-272-3400

Hayden School Supply
P.O. Box 27777
Tempe, Arizona 85282
602-968-2670

Herbarium Supply Company
3483 Edison Way
Menlo Park, California 94025
800-348-2338

Hertzog/Wheeler and Associates
2183 Summit Avenue
St. Paul, Minnesota 55105
612-647-1035

Hollinger Corporation
P.O. Box 8360
Fredericksburg, Virginia 22404
703-671-6600

Humidial Company
P.O. Box 464
Colton, California 92324
714-825-1793

Interior Steel Equipment Co.
c/o Viking Metal Cabinet Co.
5321 West 65th Street
Chicago, Illinois 60038
708-594-1111

TOOLS OF THE TRADE

Interlake
550 Warrenville Road
Lisle, Illinois 60532
708-719-7077

InterMetro Industries
Thomas and Second Streets
Wilkes-Barre, Pennsylvania 18705
717-825-2741

Jobmaster Corporation
9010 Liberty Road
Randallstown, Maryland 21133
301-655-1400

John Plant Company
P.O. Box 527
Ramseur, North Carolina 27316
919-824-2366

Kardex Systems
P.O. Box 171
Marietta, Ohio 45750
614-374-9300

Lab Safety Supply
P.O. Box 1368
Janesville, Wisconsin 53547
800-356-0783

Langan Products
2660 California Street
San Francisco, California 94115
415-398-7664

Lapine Scientific Company
371 Chestnut Street
Norwood, New Jersey 07648
201-768-8640

Lane Science Equipment Co.
225 West 34th Street, Suite 1412
New York, New York 10122
212-563-0663

Light Impressions Corporation
P.O. Box 940
Rochester, New York 14603
800-828-6216

Loose Leaf Binder Company
P.O. Box 6033
Philadelphia, Pennsylvania 19154
215-667-3900

Lowell National Historical Park
169 Merrimack Street
Lowell, Massachusetts 01852
508-970-5064

Ludlow Corporation
121 Fairfield Way, Suite 303
Bloomington, Illinois 60108
312-307-9880

Madico, Inc.
45 Industrial Parkway
P.O. Box 4023
Woburn, Massachusetts 01888
617-935-7850

Magnetic Aids, Inc.
133 North 10th Street
Patterson, New Jersey 05722
201-290-1400

Man-How School Band Supply
P.O. Box 2705
Trenton, New Jersey 08607
609-392-4895

Master Bilt
Highway 15 North
New Albany, Mississippi 38652
601-534-9061

McBee Loose Leaf Binders
10339 Annaberg Court
Burke, Virginia 22015
800-888-0823 or 703-250-2327

3M Company
Energy Control Products Division
3M Center
St. Paul, Minnesota 55144
612-733-5454

Mitchell Instruments
1570 Cherokee Street
San Marcos, California 92069
619-744-2690

TOOLS OF THE TRADE

Mito Packaging
1296 Lawrence Street
Rahway, New Jersey 07065
908-499-0090

Murray & Heister Inc.
10738 Tucker Street
Beltsville, Maryland 20705
301-937-5980

National Glass Coatings Company
P.O. Box 3323
Gaithersburg, Maryland 20878
301-231-7011

NPS Brentwood Warehouse
NCP Central, 515 New York Avenue, NE
Washington, DC 20002
202-426-6902

Nilfisk of America
300 Technology Drive
Malvern, Pennsylvania 19355
213-647-6420

NOVA-LYNX
P.O. Box 240
Grass Valley, California 95945
916-477-5226

Omnidata International
P.O. Box 3489
Logan, Utah 84321
800-321-7218

Optic Bindery
101 Dover Road
Glen Burnie, Maryland 21061
301-261-1540

Pohlig Brothers
Century Division
P.O. Box 8069
Richmond, Virginia 23223
804-644-7824

Read Plastics
12331 Wilkins Avenue
Rockville, Maryland 20852
301-881-7900

Scientific Sales
P.O. Box 6725
Lawrenceville, New Jersey 08648
609-584-1560

Schwab Safe Company
P.O. Box 5088
Lafayette, Indiana 47904
317-447-9470

Sealed Air Corporation
19-01 State Hwy. 208
Fair Lawn, New Jersey 07410
201-791-7600

Sears, Roebuck, and Company
Sears Tower
Chicago, Illinois 60684
312-875-2500
or local Sears Department store

Sentinel Foam Products
130 North St.
Hyannis, Massachusetts 02601
800-457-3234

Sentry Group
ATTN: Government Sales
2166 Wisconsin Avenue, NW
Washington, DC 20007
202-265-0246

Solar Screen Corporation
53-11 105th Street
Corona, New York 11368
718-592-8222

Spacesaver Corporation
RR 3, Box 166
Fort Atkinson, Wisconsin 53538
414-563-6362

Steel Fixture Manufacturing Co.
P.O. Box 917
Topeka, Kansas 66601
913-233-8911

TOOLS OF THE TRADE

Stephenson and Lawyer
P.O. Box 8834
Grand Rapids, Michigan 49508
616-949-8100

Summit Chemical Company
7657 Canton Center Drive
Baltimore, Maryland 21224
410-282-5200

TALAS
213 West 35th Street
New York, New York 10001
212-736-7744

U.S. Corrugate Corporation
205 S.E. 3rd Avenue
South Bay, Florida 33493
407-966-2089

Taylor Made Company
P.O. Box 406
Lima, Pennsylvania 19037
215-459-3099

Techni-Tool Inc.
Apollo Road
P.O. Box 368
Plymouth Meeting, Pennsylvania 19462
215-825-4990

Thomas Scientific
99 High Mill Road
P.O. Box 99
Swedesboro, New Jersey 08085
609-467-2000

Transparent Glass Coatings Co.
1959 South La Cienega Blvd.
Los Angeles, California 90034
213-870-4777

University Products
P.O. Box 101
Holyoke, Massachusetts 01041
800-628-1912

VWR Scientific
P.O. Box 66
Bridgeport, New Jersey 08014
800-234-9300

Visual Systems
1596 Rockville Pike
Rockville, Maryland 20852-1686
301-770-0500

Wards Natural Science Establishment
5100 West Henrietta Road
Rochester, New York 14692
800-962-2660 or 716-359-2502

Wheaton Glass
1000 North 10th Street
Millville, New Jersey 08332
609-825-1100

White Storage and Retrieval Systems
White Office Systems
50 Boright Avenue
Kenilworth, New Jersey 07033
201-272-8888

Xerox Corporation
ATTN: Federal Contracts
P.O. Box 42020
St. Petersburg, FL 33742-4020
800-822-2200



TEL: 304-535-6072
FAX: 304-535-6051

Museum Management Program
National Park Service
Grandview School, Putnam Street
Harpers Ferry, WV 25425

EQUIPMENT FACT SHEET: CONTRACT

Product: *Standard Museum Cabinet, Doublewide Museum Cabinet, Wardrobe Museum Cabinet, Herbarium Cabinet, Entomology Cabinet, Visual Storage Cabinet, Cabinet Sanitary Platforms, Castered Bases, Retrofit Gasket Kits*

Description: *See Sections IV and VI for descriptions*

Application: *See Sections IV and VI for applications*

Vendor: *Steel Fixture Manufacturing Company*
P.O. Box 917
Topeka, Kansas 66601

TEL: 913-233-8911

FAX: 913-233-8477

Contract No.: *FSS Contract #GS-28F-0018B*

Dates: *Effective until 2/28/99*

Price: <i>Standard Museum Cabinet</i>	\$ 370.00
<i>Standard Museum Cabinet Metal Drawer</i>	28.00
<i>Doublewide Museum Cabinet</i>	635.00
<i>Doublewide Museum Cabinet Metal Drawer</i>	50.00
<i>Wardrobe Museum Cabinet</i>	1,210.00
<i>Herbarium Cabinet - Counter Height</i>	500.00
<i>Herbarium Cabinet - Full Height</i>	730.00
<i>Entomology Cabinet</i>	560.00
<i>Visual Storage Cabinet</i>	<i>Call for pricing according to size</i>
<i>Cabinet Sanitary Platforms</i>	<i>Call for pricing according to size</i>
<i>Castered Bases</i>	<i>Call for pricing according to size</i>
<i>Retrofit Gasket Kits</i>	38.00

Ordering Instructions: *Place an order against the contract.*

Illustration: *See Sections IV and VI*

**For orders over \$15,000, Interior Steel Equipment Company (FSS Contract #GS-28F-0023B) [Address page IX:16] and Delta Designs Ltd. (FSS Contract #GS-28F-0039B) [Address page IX:15] are also on contract.*



TEL: 304-535-6072
FAX: 304-535-6051

Museum Management Program
National Park Service
Grandview School, Putnam Street
Harpers Ferry, WV 25425

EQUIPMENT FACT SHEET: CONTRACT

Product: *Datalogger*

Description: *An electronic recording instrument used with a personal computer and a software program to monitor temperature and relative humidity.*

Application: *Used to monitor temperature and relative humidity conditions in museum storage and exhibit areas.*

Vendor: *Herzog/Wheeler and Associates*
2183 Summit Avenue
St. Paul, Minnesota 55105

TEL: *612-647-1035*

FAX: *612-647-1041*

Contract No.: *1443-CX0001-96-014*

Dates: *One year contract starting on 8/15/96 with four one-year options to extend*

Price: *ACR Systems Datalogger*
Smartreader 2 T/RH SR-002
\$539.00 FOB Destination

ACR Systems Software
Trendreader for DOS or Windows
TR-SFW (DOS) or TR-WIN (Windows)
\$119.00 FOB Destination

Ordering Instructions: *Specify model and software. Comes with an instruction booklet.*

Illustration: *See Tools of the Trade, page VII:2*



TEL: 304-535-6072
FAX: 304-535-6051

Museum Management Program
National Park Service
Grandview School, Putnam Street
Harpers Ferry, WV 25425

EQUIPMENT FACT SHEET: CONTRACT

Product: *Hygrothermograph*

Description: *Model 37250-00; 12" H x 14" W x 6" D; a recording instrument to monitor temperature and relative humidity.*

Application: *Used to monitor temperature and relative humidity conditions in museum storage and exhibit areas.*

Vendor: *Scientific Sales, Inc.*

P.O. Box 6725

Lawrenceville, New Jersey 08648

Contact: Brian Maziarz

TEL: *800-788-5666*

609-844-0055

FAX: *609-844-0466*

Contract No.: *1443-CX0001-96-015*

Dates: *One year contract starting on 8/15/96 with four one-year options to extend.*

Price: *\$495.00 FOB Destination*

Ordering Instructions: *Specify Model 5020-A with either 7 day or 31 day rotation, two year supply of charts, felt tip or metal points, and instruction booklet.*

Illustration: *See Tools of the Trade, page VII:2*



TEL: 304-535-6072
FAX: 304-535-6051

Museum Management Program
National Park Service
Grandview School, Putnam Street
Harpers Ferry, WV 25425

EQUIPMENT FACT SHEET: CONTRACT

Product: *Fire-Resistive (Insulated) Filing Cabinet*

Description: *Two Drawer size - 28-7/8" H x 20-3/4" W x 32-15/16" D*
Four Drawer size - 55 1/4" H x 20 3/4" W x 32-15/16" D

Application: *Used to store museum records, valuable photograph and document collections.*

Vendors: *Companies on FSS schedule 71 III E (currently two companies)*

FireKing International
900 Park Place
New Albany, Indiana 47150

TEL: 800-457-2424

FAX: 812-948-0437

Contract No.: GS-00F-9369A

Dates: *Effective until 12/31/96*

Price: \$510.00 (Two drawer)
\$785.00 (Four drawer)

Sentry Group
2166 Wisconsin Avenue NW
Washington, DC 20007

TEL: 202-265-0246

FAX: 202-338-4702

Contract No.: GS-00F-9011A

Dates: *Effective until 12/31/96*

Price: *\$249.00 (Two Drawer - only 23" D)*

Ordering Instructions: *According to FSS instructions*

Illustration: *See Tools of the Trade, page VI:4*



TEL: 304-535-6072
FAX: 304-535-6051

Museum Management Program
National Park Service
Grandview School, Putnam Street
Harpers Ferry, WV 25425

EQUIPMENT FACT SHEET: CONTRACT

Product: *Media Insert for Insulated Filing Cabinet*

Description: *UL rated 125°F-1 hour container for:*

*letter size insulated files, Model TF-125T, 10-1/8" H x 10-1/4" W
x 11-7/8" D - holds 40 5¼" diskettes.*

*legal size insulated files, Model TF-125H, 10" H x 16-3/8" W
x 13-1/8" D - holds 80 5¼" diskettes.*

Application: *Fits into insulated filing cabinet to contain plastic based media such as computer disks.*

Vendors: *FireKing International
900 Park Place
New Albany, Indiana 47150*

TEL: 800-457-2424

FAX: 812-948-0437

Contract No.: GS-00F-9369A

Dates: *Effective until 12/31/96*

Price: *Letter size insert - \$147.50
Legal size insert - \$197.50*

Ordering Instructions: *According to FSS instructions*

TOOLS OF THE TRADE

XI. INDEX

Accession Book 10-256	II:4	Case, Visual Storage	VI:2
Accession Folder 10-255	II:4	Cataloging Kit Box	II:1
Accession Receiving Report 10-95	II:3	Cellophane Tape	VIII:3
Accession Receiving Report List 10-95a	II:3	Centimeter Scales	II:3
Acid-Free Tag	IV:3	Certificate, Gift Acknowledgement	II:4
Acid-Free Tissue, Buffered and Unbuffered	III:4	Charts, Hygrothermograph	VII:2
Adhesive, Herbarium	V:2	Clear Lacquer	II:1
Air Encapsulated Plastic Wrap	VIII:2	Cloth, Dust Cover	IV:1
Air Purifier	VII:4	Collection Management Report 10-94	II:3
Album, Archival Photo	III:5	Compacting (Moveable-Aisle) System	VI:6
ANCS Manual	IV:4	Conditions for Outgoing Loans 10-127a	II:5
Annotation Label 10-510	V:3	Conservation Supplies	IV:4
Archival Copy Paper	III:5	Conserve O Gram	IV:4
Archival Document Box, Letter/Legal	III:6	Container List 10-96 (See Folder List)	II:3
Archival File Folder, Letter/Legal	III:1	Conversion Table, Metric	II:2
Archival Folding Type Photo Enclosure (3 sizes)	III:2	Copy Paper, Archival, 8 1/2"x11"	III:5
Archival Interleaving Paper (3 sizes)	III:3	Corrugated Fiberboard	VIII:3
Archival Map Folder	III:3	Corrugated Polyethylene Board	VIII:3
Archival Photo Album	III:5	Crowquill Pen	II:1
Archival Photo Enclosure Box (3 sizes)	III:6		
Archival Photo Enclosure, Sleeve Type (4 sizes)	III:1	Datalogger	VII:2
Archival Print Box (3 sizes)	III:6	Deaccession Book 10-642	II:5
Archival Record Storage Box	III:7	Deaccession Folder Cover Sheet 10-644	II:5
Artifact Storage Box, Plastic	III:7	Deaccession Form 10-643	II:5
Artist Brushes	II:1	Deed of Gift 10-830	II:4
Art Storage Rack	VI:5	Dehumidifier	VII:4
Aspirated Psychrometer	VII:3	Document Box, Archival (2 sizes)	III:6
		Document Envelope, Buffered (3 sizes)	III:3
Bag, Interlocking Seal (4 sizes)	III:5	Double-faced Tape	III:4
Barrier Film (Marvel Seal)	VIII:3	Doublewide Museum Cabinet	VI:1
Binder, Working Copy	II:4	Drawer Liners, Polyethylene	IV:3
Binder Posts	II:4	Drier, Plant Press	V:2
Blanket Pads	VIII:2	Dust Cover Cloth	IV:1
Box, Archival Record Storage	III:7	Dusting Brushes, Large	IV:2
Box, Artifact Storage (Plastic)	III:7	Dusting Brushes, Small	IV:2
Box, Cataloging Kit (Plastic)	II:1		
Box, Document, Archival (2 sizes)	III:6	Egg Box Label 10-508	V:3
Box, Photo Enclosure (3 sizes)	III:6	Electronic Thermo-Hygrometer	VII:3
Box, Print (3 sizes)	III:6	Enclosure, Archival Photo, Folding Type (3 sizes)	III:2
Box, Rare Book	III:7	Enclosure, Archival Photo, Sleeve Type (4 sizes)	III:1
Box, Shipping	VIII:2	Entomology Cabinet	VI:2
Box, Textile Storage	III:6	Envelope, Document (3 sizes)	III:3
Brush, Dusting (2 sizes)	IV:2	Envelope, Foil-lined	III:2
Brushes, Artist	II:1	Envelope, Polyester (4 sizes)	III:2
		Expanded Polystyrene Foam	VIII:2
Cabinet, Doublewide Museum	VI:1	Expanding Manuscript Folder (2 sizes)	III:1
Cabinet, Entomology	VI:2		
Cabinet, Fire Resistant (Insulated)	VI:4	Fabric, Nylon	VIII:1
Cabinet, Flammable Liquid Storage	VI:7	File, Media	VI:5
Cabinet, Gun	VI:4	File Folder, Archival (2 sizes)	III:1
Cabinet, Herbarium	VI:3	Film, Polyester	III:4
Cabinet, Large Flat Storage	VI:3	Film, Solar Control Window	VII:4
Cabinet, Map and Plan	VI:3	Film Strip Page 35mm Looseleaf Polyethylene	III:4
Cabinet, Standard Museum	VI:1	Filter Sleeves (UV)	VII:4
Cabinet, Utility	VI:4	Fire Resistant (Insulated) Filing Cabinet	VI:4
Cabinet, Wardrobe	VI:2	Flammable Liquid Storage Cabinet	VI:7
Cabinet Platform	IV:4	Flat Storage Cabinet	VI:3
Caliper	II:2	Foam, Polyurethane	VIII:2

TOOLS OF THE TRADE

Foam Sheets, Polyethylene	VIII:2	Kraft Tape, Water-Activated	VIII:3
Foil-lined Envelope	III:2	Label, "ROLL", Large and Small	II:3
Folder, Archival File, Letter/Legal	III:1	Labels, Natural History	V:3
Folder, Archival Map	III:3	Lacquer, Clear and White	II:1
Folder, Expanding Manuscript, Letter/Legal	III:1	Linen Tester (Magnifier)	II:2
Folder, Herbarium	V:2	List of Objects 10-417	II:5
Folder List, Archival and Manuscript Collection 10-96	II:3	Lock, Sash	IV:3
Folder, Rare Document	III:3	Magnet	II:2
Folding Type, 4-Fold Photo Enclosure (3 sizes)	III:2	Magnetic Letters (2 sizes)	II:2
Fome-Core®	VIII:3	Magnetic Numbers (2 sizes)	II:2
Forms, Museum	II:3	Magnetic Tape	II:3
Freezer	VI:7	Magnifying Glass	II:2
Frost-Free Freezer	VI:7	Manuscript Folders, Expanding, Letter/Legal	III:1
Frost-Free Refrigerator	VI:7	Map and Plan Filing Cabinet	VI:3
Furniture Paste Wax	IV:2	Map Folders, Archival	III:3
Geology Label 10-504	V:3	Marking Pen (for plastic)	III:5
Gift Acknowledgement Certificate	II:4	Marvel Seal®	VIII:3
Glassine Paper (Acid-free)	VIII:1	Masking Tape	VIII:3
Gloves, Plastic Copolymer	IV:1	Maximum/Minimum Thermohygrometer	VII:1
Gloves, Sure-Grip	IV:1	Measuring Rule	II:1
Gloves, White Cotton	IV:1	Media File	VI:5
Gun Cabinet	VI:4	Media Insert	VI:5
Herbarium Adhesive	V:2	Media Safe	VI:5
Herbarium Blotter (Drier)	V:2	Meter, Visible Light	VII:3
Herbarium Cabinet	VI:3	Metric Conversion Table	II:2
Herbarium Folder	V:2	Metric Scale	II:3
Herbarium Fragment Folder	V:3	Mineral Label 10-511	V:3
Herbarium Label 10-512	V:3	Monitor, UV	VII:3
Herbarium Mounting Sheet	V:2	Mounting Sheet, Herbarium	V:2
Herbarium Mounting Tape	V:2	Mounting Tape, Herbarium	V:2
Herbarium Portfolio	V:1	Museum Catalog Record 10-254CR 2pt	II:4
Herbarium Ventilator	V:2	Museum Catalog Record 10-254CR 1pt, blue	II:4
Humidifier	VII:4	Museum Catalog Record 10-254CR 1pt, white	II:4
Humidity Indicating Strip	VII:1	Museum Catalog Record 10-254NH 2pt	II:4
Hydrometer	V:3	Museum Forms	II:3
Hygrometer	VII:1	<u>Museum Handbook</u> , Part I	IV:4
Hygrothermograph	VII:2	<u>Museum Handbook</u> , Part II	IV:4
Hygrothermograph Charts	VII:2	<u>Museum Handbook</u> , Part II, App H	IV:4
Hygrothermograph Ink	VII:2	Mylar® (Polyester)	VIII:1
Hygrothermograph Pen Points	VII:2	National Visual Inventory Card 10-30	II:3
Incoming Loan Agreement 10-98	II:3	Natural History labels	V:3
Incoming Loan Agreement List 10-98A	II:3	Needles, Sewing	II:1
Ink, Hygrothermograph	VII:2	Nylon Fabric	VIII:1
Ink, Permanent Black	II:1	Nylon Filament Strapping Tape	VIII:3
Insect Label 10-509	V:3	Object Condition Report 10-637	II:5
Insect Pinning Block	V:1	Object Temporary Removal Slip 10-97	II:3
Insect Pinning Tray (4 sizes)	V:1	Outgoing Loan Agreement 10-127 (Rev.)	II:5
Insect Pins (4 sizes)	V:1	Outgoing Loan Extension 10-641	II:5
Insect Spreading Board	V:1	Outgoing Loan Folder Cover Sheet 10-640	II:5
Insect Trap	VII:5	Outgoing Loan, Conditions for	II:5
Insert, Media	VI:5	Paleontology Label 10-505	V:3
Insulated Modular Structure	VI:6	Pallet Rack	VI:5
Interleaving Paper, Archival (3 sizes)	III:3	Paper, Archival Copy	III:5
Interlocking-Seal Plastic Bags (4 sizes)	III:5	Paper, Archival Interleaving (3 sizes)	III:3
Invertebrate Labels (10-503 & 10-507)	V:3	Paper, Glassine	VIII:1
Jar, Specimen	V:3	Pen, Crowquill	II:1

TOOLS OF THE TRADE

Pen, Pigma	II:1	Revised Nomenclature for Museum Cataloging . . .	IV:4
Pen, Plastic-Marking	III:5	ROLL Labels, Large and Small	II:3
Pen, Technical (Rapidograph®)	II:1	Rule, Measuring	II:1
Pen Points, Hygrothermograph	VII:2		
Pencil ("H" or #2)	II:1	Safe, Media	VI:5
Permanent Black Ink	II:1	Sash Lock	IV:3
Photo Album, Archival	III:5	Scale, Metric	II:3
Photo Enclosure, Folding Type (3 sizes)	III:2	Screen, plastic	IV:1
Photo Enclosure, Sleeve Type (4 sizes)	III:1	Sewing Needles	II:1
Photo Enclosure Box, Archival (3 sizes)	III:6	Sewing Thread	II:1
Photo ID Stand (2 sizes)	II:2	Sheeting, Polyethylene	IV:1
Photo Page, Looseleaf (2 sizes)	III:4	Shelving, Steel	VI:5
Pigma Pen	II:1	Shelving, Wire	VI:6
Pinning Block, Insect	V:1	Shipping Boxes, Corrugated Fiberboard	VIII:2
Pinning Tray, Insect	V:1	Silica Gel	VII:5
Pins, Insect	V:1	Silica Gel, Indicating	VII:5
Plant Press	V:2	Silver Protector Strip	VII:5
Plant Press Drier	V:2	Skull Vial or Box Label 10-502	V:3
Plant Press Ventilator	V:2	Slide Page, Polyethylene	III:4
Plastic Artifact Storage Box	III:7	Sling Psychrometer	VII:3
Plastic Bag, Interlocking Seal (4 sizes)	III:5	Slotted Angle Racks	VI:6
Plastic Cataloging Kit Box	II:1	Solar Control Window Film (3 Tints)	VII:4
Plastic Gloves, Copolymer	IV:1	Specimen Jar	V:3
Plastic Marking Pen	III:5	Specimen Tray (7 sizes)	III:5
Plastic Screen	IV:1	Specimen Vial	V:3
Plastic Wrap (bubble)	VIII:2	Spreading Board, Insect	V:1
Platform, Cabinet	IV:4	Standard Museum Cabinet	VI:1
Polyester (Mylar®) Envelope (4 sizes)	III:2	Streak Plate	V:3
Polyethylene Corrugated Board	VIII:3	Sure-Grip Glove	IV:1
Polyethylene Drawer Liners	IV:3		
Polyethylene Foam Sheets	VIII:2	Table, Metric Conversion	II:2
Polyethylene Looseleaf Photo Page (2 sizes)	III:4	Tags, Acid-free (Paper)	IV:3
Polyethylene Looseleaf Slide Page	III:4	Tape, Cellophane	VIII:3
Polyethylene Looseleaf 35mm Film Strip Page	III:4	Tape, Double-faced	III:4
Polyethylene Sheeting	IV:1	Tape, Herbarium Mounting	V:2
Polystyrene Pieces (Peanuts)	VIII:2	Tape, Magnetic	II:3
Polyurethane Foam	VIII:2	Tape, Masking	VIII:3
Porcelain Streak Plate	V:3	Tape, Nylon Filament Strapping	VIII:3
Portfolio, Herbarium	V:1	Tape, Pressure-Sensitive Packing	VIII:3
Post, 3" Binder	II:4	Tape, Textile Marking	II:1
Pressure Sensitive Tape	VIII:3	Tape, Twill	VIII:3
Print Box, Archival (3 sizes)	III:6	Tape, Water-activated Kraft	VIII:3
Psychrometer, Aspirated	VII:3	Tape Measure, Metal	II:2
Psychrometer, Sling	VII:3	Tape Measure, Cloth	II:2
Publications, Museum	IV:4	Technical Pen (Rapidograph®)	II:1
		Textile Marking Tape	II:1
Quilt	VIII:2	Textile Storage Box	III:6
		Thermo-Hygrometer, 2"	VII:1
Rack, Art Storage	VI:5	Thermo-Hygrometer, Electronic	VII:1
Rack, Pallet	VI:5	Thermo-Hygrometer (Maximum/Minimum)	VII:1
Rack, Slotted Angle	VI:6	Thread, Sewing	II:1
Rapidograph® Pen	II:1	Tissue, Buffered, Acid-free	III:4
Rare Book Box	III:7	Tissue, Unbuffered, Acid-free	III:4
Rare Document Folder	III:3	Tools of the Trade	IV:4
Record Storage Box, Archival	III:7	Trap, Insect	VII:5
Refrigerator	VI:7	Tray, Specimen	III:5
Respirator	IV:2	Tweezers	II:2
Retrofit Gasket Kit	IV:3	Twill Tape	VIII:3
		Tyvek®	VIII:1

TOOLS OF THE TRADE

Utility Cabinet	VI:4
UV Filter Sleeves	VII:4
UV Monitor	VII:3
Vacuum Cleaner	IV:2
Ventilator, Plant Press	V:2
Vertebrate Label 10-501	V:3
Vial, Specimen	V:3
Visible Light Meter	VII:3
Visual Storage Case	VI:2
Wardrobe Museum Cabinet	VI:2
Wax, Furniture Paste	IV:2
Wet Plant Label 10-506	V:3
Wet Specimen label 10-500	V:3
White Cotton Gloves	IV:1
White Cotton Sure-Grip Gloves	IV:1
White Lacquer	II:1
Window Film, Solar Control	VII:4
Wire Shelving	VI:6
Working Copy Binder	II:4

TOOLS OF THE TRADE

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